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It's Spring! Have you...

- examined your attic or crawl-space for unwanted inhabitants (birds, bats, or squirrels)?
- checked the roof for missing or damaged shingles and flashing?
- changed the air conditioning filters and confirmed the system is working properly?

Spotlight on a CAPped Museum

Located in the private study of Major General Lew Wallace, author of *Ben-Hur*, the General Lew Wallace Study and Museum (GLWSM) in Crawfordsville, Indiana, contains items collected by Wallace during his life as an author, soldier, statesman, artist, violinist, and inventor. The museum hired its first museum professional, Director Cinnamon Caitlin-Legutko, in 2003.

When she began at the museum, Cinnamon was a seasonal part-time paid employee. She found collections stored in a basement that experienced seasonal flooding, and Wallace's carriage house, built in 1875, was in desperate need of preservation.

In 2004, the museum went through the Conservation Assessment Program. A collections assessment was conducted by Ramona Duncan-Huse, and an architectural assessment was conducted by David Kroll.

Following CAP, the museum began an institutional assessment through the Museum Assessment Program (MAP) of the American Association of Museums. Both programs helped the GLWSM develop a long-range plan and outline priorities to improve collections care. The museum used this plan to become very successful in raising funds.

In 2005, the GLWSM received a National Endowment for the Humanities Preservation Assistance Grant for \$5,000 to purchase storage supplies and furniture to rehouse collections. Additional funding for archival supplies came in 2006 from the local electric company (\$1,250) and the local community foundation (\$3,000).

From 2003 to 2006, the GLWSM carried out the Carriage House Rehabilitation Project following suggestions from their National Park Service Condition Assessment and CAP assessment. The museum received several gifts and grants totaling almost \$250,000. The collections that were stored in the flood-prone basement are now housed in the new Carriage House Interpretive Center, which is equipped with a dedicated climate control system, fire suppression system, and state-of-the-art shelving and cabinetry.

One of the priorities recommended in both the CAP and MAP reports and outlined in the long-range plan was to increase staff. In four short years, the museum grew from one seasonal part-time paid position to two full-time and two part-time year-round paid positions. A 2006 Museums for America grant for \$72,517 from the Institute of Museum and Library Services helped fund this progress.

Of the influence CAP had on the museum's collections, Cinnamon said, "With CAP, the board and staff were able to prioritize projects and make a case for support in the community and to grantmakers. We have many years before all of the recommendations are implemented, but we have certainly taken great leaps in collections care because of CAP."

Thanks to Cinnamon Caitlin-Legutko for her help with this article.

Help Keep Our Files Current!

Was this newsletter addressed to someone who is no longer with your museum? If so, please let us know! We would like our records to be up-to-date so we can keep in touch with past CAP participants. Please send changes to the contact's name, title, mailing address, or e-mail to cap@heritagepreservation.org.

Tell Us Your Story!

If CAP jump-started collections care efforts at your museum, please let us know! We are interested in learning about your efforts in implementing recommendations from your CAP report, long-range planning, fundraising, or community outreach. Send your story to cap@heritagepreservation.org.



Collections Care Calendar

- April 10-12 "Section 106: An Introduction," New York, NY, National Preservation Institute, 703-756-0100, www.npi.org
- April 16 "Historic Structures Reports: A Management Tool for Historic Properties," San Francisco, CA, National Preservation Institute, 703-756-0100, www.npi.org
- April 17-18 "Preservation Maintenance: Understanding and Preserving Historic Buildings," San Francisco, CA, National Preservation Institute, 703-756-0100, www.npi.org
- April 18-20 "Digitizing Historic Collections," Wilmington, DE, American Association for State and Local History, 615-320-3203, hawkins@aaslh.org, www.aaslh.org
- April 19-20 "Grant Writing for Advanced Conservation Projects," Minneapolis, MN, Midwest Art Conservation Center, 612-870-3120, info@preserveart.org, www.preserveart.org
- April 24-25 "Decisionmaking for Cultural and Natural Resources in the Legal Environment," Washington, DC, National Preservation Institute, 703-756-0100, www.npi.org
- April 26-27 "Historic House Museums Issues and Operations," Quincy, MA, American Association for State and Local History, 615-320-3203, hawkins@aaslh.org, www.aaslh.org
- May 2-3 "Digital and Traditional Photography of Cultural Resources," Anchorage, AK, National Preservation Institute, 703-756-0100, www.npi.org
- May 8-9 "GIS: Practical Applications for Cultural Resource Projects," Lincoln, NE, National Preservation Institute, 703-756-0100, www.npi.org
- May 8-9 "NEPA Compliance and Cultural Resources," Minneapolis, MN, National Preservation Institute, 703-756-0100, www.npi.org
- May 10-11 "GIS: Practical Applications for Cultural Resource Projects," Lincoln, NE, National Preservation Institute, 703-756-0100, www.npi.org
- May 13-17 American Association of Museums Annual Meeting, Chicago, IL, 202-289-1818, www.aam-us.org
- May 14-18 "Collections Emergency Response Training (AIC-CERT) Program," Charleston, SC, American Institute for Conservation of Historic and Artistic Works, 202-452-9545, info@aic-faic.org, <http://aic.stanford.edu/>
- May 15 **Preservation Assistance Grants for Smaller Institutions Deadline**, National Endowment for the Humanities, 202-606-8570, preservation@neh.gov, www.neh.gov



Focus on Fundraising: Getting Individuals from your Community to Support your Museum

Individuals are the main source of philanthropic contributions in America. Most successful fund-raising campaigns receive from 70 to 80 percent of their money from individuals. They are the most flexible and spontaneous givers. Unlike corporations, foundations, and governmental entities, individuals are able to make a decision on the spot, and if they want, they can choose to put all their eggs in one basket. Joe Smith can reach for his checkbook a lot faster than the Metropolis Community Foundation with its strict deadlines and layers of committee meetings, and Mr. Smith has no requirement to spread his charitable contributions among a variety of worthwhile causes.

From the Fund-raising Forum Web site, www.raise-funds.com/199forum.html

Join Cultural Institutions across the U.S. in Observing MayDay

Archives, libraries, museums, and historic preservation organizations across America are setting aside May 1, 2007, to participate in MayDay, a national effort to protect collections from disasters.

In 2005, Hurricanes Katrina, Rita, and Wilma provided a wake-up call, reminding us of the importance of disaster preparedness. The Heritage Health Index, released soon after the hurricanes, reported that few institutions have emergency plans, and some of those plans are out of date. Given human nature, it's easy to put off disaster planning.

The Heritage Emergency National Task Force urges cultural institutions across the country to observe MayDay by taking at least one step to prepare to respond to a disaster. Here are some simple ideas:

- If you have a disaster plan, dust it off and make sure it's up to date.
- If you don't have a plan, make a timeline for developing one.
- Get to know your local firefighters and police—invite them to come tour your institution and give you pointers on safety and preparedness.
- Identify the three biggest risks to your collection.
- Conduct a building evacuation drill and evaluate the results.
- Update your staff contact information and create a wallet-size version of your emergency contact roster. See the Pocket Response Plan™ (PRP™) at www.statearchivists.org/prepare/index.htm#preps.
- Eliminate hazards such as storage in hallways, blocked fire exits, or improper storage of paints, solvents, etc.
- Make a plan to install any needed safety systems.
- Provide staff with easily accessible disaster response information, such as www.heritageemergency.org.
- Find a “buddy” institution to work with in case of a disaster.
- Identify and prioritize important collection materials.
- Take a course in risk assessment or disaster planning.

Any organization can participate in MayDay. Last year, the Louisiana State University Libraries Special Collections staff were trained to put out small fires with an extinguisher. This year, Heritage Preservation is offering its *Field Guide to Emergency Response* at a MayDay sale price from April 16 to May 31.

The Society of American Archivists (SAA) created the MayDay initiative in 2006 and promoted the idea to its members and allied organizations. It

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Do's and Don'ts: Ceramics



DO use care in handling all kinds of ceramics. Pieces may be mended in a way that conceals breaks. Old mends and restorations on pottery often become weak or fail completely as adhesive ages. **DO** use both hands and support a ceramic from the base—rims and handles are usually weak. **DO** wear plastic surgical gloves to avoid fingerprints and slippage during handling.

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One Thing You Can Do: Create Your Museum's Disaster Plan using dPlan

Last year, the Northeast Document Conservation Center and the Massachusetts Board of Library Commissioners announced dPlan, a free, Web-based, fill-in-the-blank program for writing institutional disaster plans.

To use dPlan or view a demo, go to www.dplan.org. dPlan is perfect for small and medium-sized institutions that do not have in-house preservation staff. Enter data into the online template to create a customized disaster plan for your institution. The resulting printable disaster plan contains checklists of all disaster procedures, salvage priorities, preventive maintenance schedules, and contact information.

Once completed, your password-protected plan is stored on a secure server. An automatic e-mail is sent every six months to remind you to update your plan.

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was received very positively, and the Heritage Emergency National Task Force thanks SAA for helping expand the concept to include all kinds of collecting institutions and historic preservation interests.

IMLS Launches Conservation Initiative

In November 2006, the Institute of Museum and Library Services (IMLS) launched *Connecting to Collections: A Call to Action*. The initiative's goals are to raise public awareness, encourage federal, state, and local conservation and emergency planning efforts, and showcase innovation and effective practice.

One component of the initiative will be a national summit on conservation on June 27 and 28, 2006. Approximately 200 participants from small to medium-size institutions have been invited to participate. IMLS is hosting the summit in cooperation with Heritage Preservation and with support from the National Endowment for the Arts, the National Endowment for the Humanities, and the President's Committee on the Arts and Humanities.

Regional forums will take place in 2008 and 2009, focusing on region-specific challenges. Both the national and regional meetings will feature conservation experts so that meaningful professional networking can take place. Another component of the initiative will be a conservation bookshelf. The bookshelf will comprise core texts in collections care. It will be made available to all summit participants and, through a streamlined competitive process, be distributed to 1,000 libraries, museums, and archives nationwide.

Planning grants to statewide coalitions will also be awarded to help raise public awareness about conservation and strengthen conservation practice. Keep an eye out for updates on the initiative on IMLS' Web site at www.imls.gov.

Staff Changes

In November 2006, Jimena Rojas joined the CAP team as the new Program Associate. Before coming to CAP, Jimena had been at Heritage Preservation for seven months as the Assistant to the President for Membership and Marketing.

Address & Contact Person Corrections Requested

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