

# Society of Indiana Archivists



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## FROM THE PRESIDENT'S DESK...

*Anne Thomason is the College Archivist of Earlham College. She may be reached via phone: 765-983-1743 or Email: [thomaan@earlham.edu](mailto:thomaan@earlham.edu)*

As I write this I'm preparing to host family for Thanksgiving. I hope we all can take time to remember to give thanks to all the people who make a difference in our lives. I especially am thankful for the Earlham students who have made my five years working here so rewarding. We have made a huge dent in our backlog thanks to the work of the students. In this week's college newspaper it was fun to read about the many international meals being cooked in Earlham's dorms over Thanksgiving, from Bosnian to Palestinian cuisines. Another student is planning on having a rave in the library, so hopefully that will go well and Earlham will not make the news for a library rave.

I also want to thank the Society of Indiana Archivists Board for being a wonderful board to work with over the past two years. It has been an honor to serve the organization, increase the number of workshops presented to the membership, and get to know so many amazing archivists throughout the state. I'm very thankful for the experience and support of the board as we plan for the society's future.

### *Successful Fall Workshop*

The Fall Workshop was a great success! Thanks to the Education Committee Co-Chairs Sally Childs Helton and Rich Bernier and committee members Liz Haeuptle, Lisa Lobdell, and Colleen McFarland for their outstanding work in planning the very informative workshop on "Artifacts for Archivists". Gaby Kienitz at the Indiana State Museum provided many tips about preserving artifacts, plus we got to see behind the scenes at the museum. I particularly enjoyed seeing a room full of old

games and toys. If there are topics you would like to see in a future workshop, please let me know. We value your input. You can contact me at [thomaan@earlham.edu](mailto:thomaan@earlham.edu).



### *Annual Meeting Information*

I want to invite everyone to attend the SIA Annual meeting on Saturday April 5. The deadline for submitting session proposals is December 16—please see the announcement elsewhere in the newsletter. There will be a pre-workshop on Friday April 4 that is currently under development by the hard-working education committee. Again, if there is a topic you want to see, get in touch with me immediately as the workshop will be finalized in the next month. I look forward to seeing everyone in April!

### *Volunteers*

We are need of at least two volunteers for the Education Committee, with terms beginning in April. Education Committee members help plan the full day fall workshop and the half day spring workshop. Committee members help plan the logistics, find speakers, and help out on the day of the event. It is a very rewarding committee to serve on, and I know I enjoyed my two years on the committee. It is a great way to get involved with SIA if you are looking for a professional development opportunity.

Travel safely over the holiday season, and happy holidays!

*Warm Regards,  
Anne Thomason*

# Oh, the Things You'll Learn: Discovery in the Archives

Indiana University's student chapter of the Society of American Archivists is proud to announce our sixth conference for students and beginning professionals to be held Saturday, March 8th through Sunday, March 9th, 2014 in Bloomington, Indiana.

If you are a graduate student in a library science, archives, or rare books program or have entered the profession within the previous three years, we invite you to submit your papers on topics related to archives, rare books, or special collections for presentation at the conference. The conference theme "Oh, the Things You'll Learn: Discovery in the Archives" can be interpreted broadly; we welcome papers on diverse topics within the field. Each presenter will have approximately 20 to 25 minutes to speak, with ample time left for questions and answers. In addition to presentations, the two-day conference will include workshops and tours of Indiana University special collections and repositories.

To be considered as a presenter, please submit your paper, or an abstract of 150-200 words and a working title, to [saa.iub@gmail.com](mailto:saa.iub@gmail.com) by Friday, December 20, 2013. Along with your paper or abstract, include your name, email

address, institutional affiliation, and any audio/visual needs. The papers will be discussed and voted on in a blind judging process, and you will receive an acceptance or rejection by mid-January. If you have only submitted an abstract, your acceptance will be conditional. You will be required to submit the completed paper by mid-February to have your acceptance finalized.

If your paper is accepted, you will be sent a more detailed registration form. At that time, you will also be asked to submit a registration fee of \$30 to cover the meals provided during the conference. Additional details regarding meals, accommodations available in Bloomington, and

other logistics will also be provided at that time. For more information about past conferences, please visit <http://saaiu.wordpress.com/category/conference/>.

Feel free to direct any questions you may have to Jessica Lopez, Indiana University SAA-SC Academic Conference Chair, at [saa.iub@gmail.com](mailto:saa.iub@gmail.com).

We look forward to receiving your submissions!

## Call for Papers IU SAA Conference

For Students & Beginning  
Professionals  
on Archives, Rare Books,  
and Special Collections

March 8, 2014  
Bloomington, Indiana

## Indiana Archivists Annual Meeting Call for Papers

*Saturday, April 5, 2014 at the Indiana State Library, Indianapolis*

We invite you to share your archives knowledge and experience at the upcoming SIA Annual Meeting, to be held in Indianapolis on Saturday, April 5, 2014!

Sessions last approximately 50 minutes. They may be presented by individual speakers, co-speakers, or panels. Sessions can be on any aspect of archival work but speakers should share both successes \*and\* issues so that attendees can benefit from lessons learned. Sessions should be informative, inspiring, create discussion, focus on the practical applications of the topic, and maybe even fun!

**We are going theme-free this year and encourage you to be creative.**

Your session ideas may be lecture-based, hands-on demonstrations, panel discussions, or other formats! Speakers need not be SIA members and students are encouraged to submit!

Submit proposals to Dina Kellams, SIA Vice President at [dmkellam@indiana.edu](mailto:dmkellam@indiana.edu). Include a session title, brief description of the proposed session, and name and contact information of all speakers.

**Proposal deadline is December 16, 2013.**



# Partnering: Building a New Harmony Collection

By Jennifer Greene, Reference & Archives Librarian,  
David L Rice Library, Evansville, Indiana

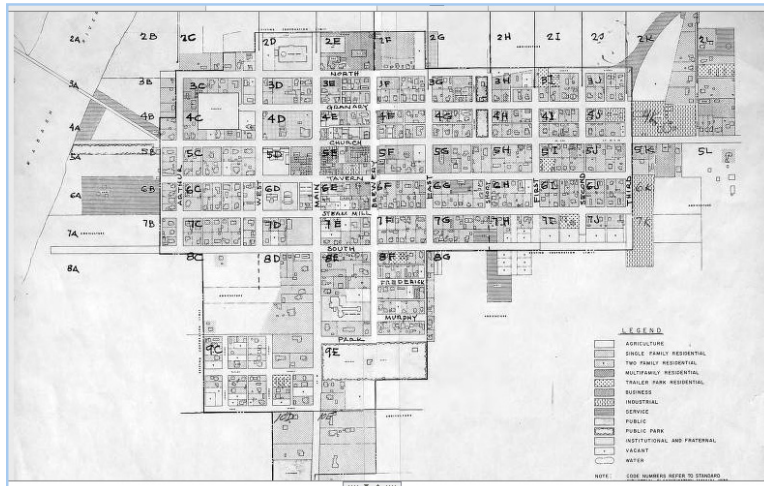
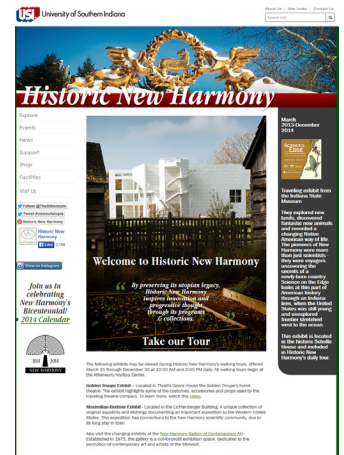
Or rather it's re-building New Harmony, Indiana. The University Archives & Special Collections (UASC) at University of Southern Indiana began a collaborative project in the spring of 2013 with another special division of the University, Historic New Harmony to scan and make live a collection of slides taken in the 1970s when most of the major renovations of historic sites in the town was done as well as the building of the world famous Atheneum, designed by Richard Meier, and the Roofless Church. The slide collection is around 25,000 images in 32 binders. It is a highly used collection in New Harmony and with the town bicentennial next year we wanted to try to get these images online for easier access and promotion for the town. Due to the nature of these images it would require some special fields and viewing aspects.

Sometime early in the 1970s the town map was numbered block by block and an extensive photographic project was started to document the changes. People looking for images of their house, or a particular area in town usually refer to these numbers, but many people are also looking for entire streets. Maybe their house is not identified, but might be seen in the background, so each image also needed to have the streets listed. This had to be done using a certain pattern in order to allow it to show up in ContentDM as a filter in the navigation tools. We wanted people to be able to simply click on a street and see all the related images.

UASC already had basic parameters in place for scanning and guidelines for completion of the spreadsheets to build collections. These guidelines were adapted to suit certain needs

of Historic New Harmony. There were several meetings held and samples were put online so all parties could agree on the display and features. Since Historic New Harmony wanted the images watermarked we had to decide on a level and a logo.

As with all well laid plans, things never seem to work out like you think, and this project is no exception. The chief problem with working on a project in various places is, of course, quality control. Add to that the fact that we have to use student workers that rarely stick around more than a semester and consistency becomes the paramount problem.



es. The student worker needs access to people in New Harmony to ask questions in order to create better descriptions of the activities or places in the slides. Because of this, the description and building of the metadata has to be done in New Harmony. The numbering was also to be done in New Harmony, since the numbering of the physical slide should follow the spreadsheet.

When New Harmony had completed two to three binders of slides, the binders would be sent to UASC for scanning. After the scanning was complete I reviewed the images to see which ones should go online and which may not be needed online. I developed rather simple guidelines for weeding so New Harmo-

**To see the New Harmony Slide Collection, follow this link:**

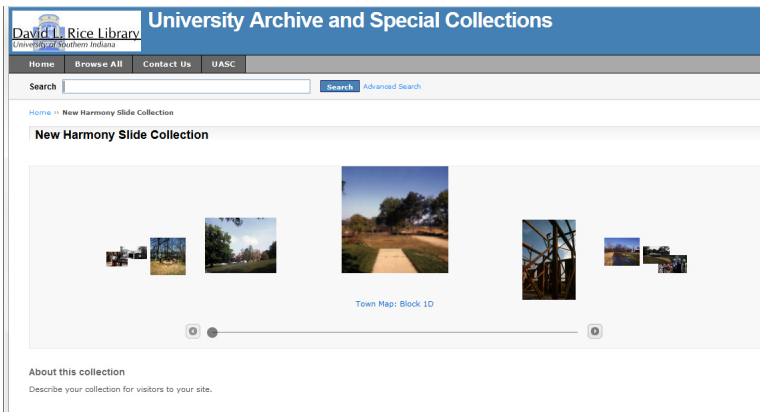
**[http://library2.usi.edu:8080/cdm/landingpage/collection/NH\\_Slide](http://library2.usi.edu:8080/cdm/landingpage/collection/NH_Slide)**

ny would have an understanding of my expectations. I reviewed a binder at a time and made my recommendations for weeding and sent the spreadsheet back to New Harmony. New Harmony looked at my suggestions and added or asked that

some stay in the active list. After both parties had a chance to review the final selections were ready for loading.

The first problem we had was that the descriptions were too generic. For example, we had several shots of the area being cleared for construction of the present day Atheneum Visitor Center, but the description was names of people, even though there was no one in the photos except bulldozers. Also we noted that the streets were not being included so we could not build the navigation tool properly. Since we were only dealing with the physical slides in the archives, we would often not have the spreadsheet, since the slides were numbered in New Harmony. I have done remote projects before and one of the biggest problem areas seems to be numbering, however we actually did not experience that problem very much in this project.

So we met with New Harmony and found that they also had problems getting enough hours to have a student work on the project consistently. As of November 1<sup>st</sup> of this year



we have completed the descriptions for eight of the 32 binders, but the project is stalled right now due to lack of man hours to work on the collections. One of the goals of this project was to get a good chunk of materials up for New Harmony's Bi-

centennial celebration starting in 2014. I finally offered to at least take over the numbering and scanning of all the slides so that when New Harmony was able to dedicate a student to the metadata we would be ready with the images and could load them as each binder is completed.

While there were many meetings, emails back and forth and frustration with trying to get quantity and quality at the same time, this has been good practice for setting up future, large scale programs with other institutions.

The internal guidelines are an asset to developing these programs. It gave everyone involved a base line to start from and a clear understanding of the mechanics. Of course one project may need something that other collections do not, but the guidelines and a set format for the spreadsheets eliminates the need to re-invent the wheel every time. This project with New Harmony is continuing, and although we are not where I wanted to be by this time, it is continuing on. The collection is online, but it is still very much a work in progress.

**Do you have a project to share?  
Send it along for the next issue.**

**Spring news items should be sent to [swiftb@wabash.edu](mailto:swiftb@wabash.edu).  
Mid-February deadline.**

# Have you renewed?

## Join your fellow Indiana Archivists



*Hello everyone,*

As archivists in Indiana, we are not alone, even though some of us are lone arrangers. Being a part of the Society of Indiana Archivists gives us a large number of colleagues around the state. SIA also gives us the ability to ask questions and share with each other about what we do - what works and what doesn't. We have the avenues of the newsletter, listserv, Facebook, our semi-annual workshops and the annual meeting to communicate with fellow professionals and enlarge our job knowledge.

As this year winds down, don't forget to renew your membership in SIA for 2014. It's still just \$10.00 a year for an individual membership (even cheaper if you are a student or retiree), but the benefits are worth much, much more.

Send your check to my address below along with the Membership Form on page 8 or download the PDF from the SIA website at:

**<http://www.inarchivists.org/membership/index.php>**

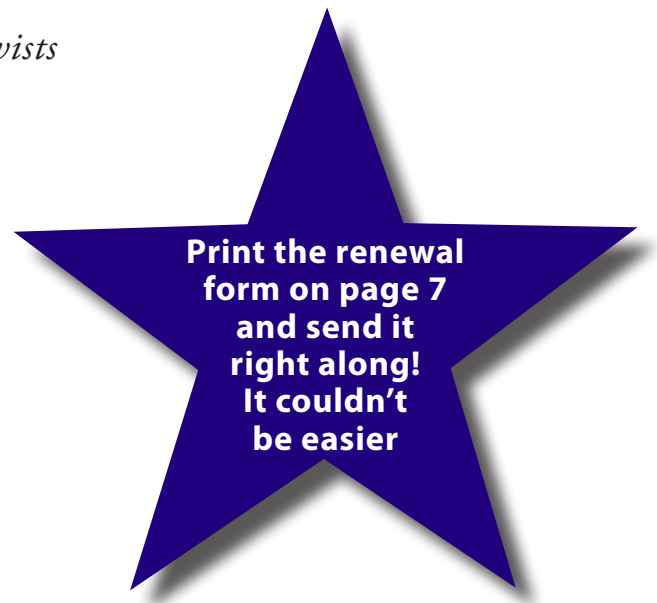
The Board has many good things in the works for 2014. Plan to be a part of it by joining with us again.

*Sincerely,*

*Wes Wilson*

*Membership Chairman - Society of Indiana Archivists*

Wesley W. Wilson, CA  
Coordinator of Archives & Special Collections  
DePauw University Archives  
11 East Larabee Street  
P.O. Box 37  
Greencastle, IN 46135



## Membership Application

Complete the form below to join SIA for the first time, renew your membership, or make a contribution to the Continuing Education Fund.

Annual membership is based on a calendar year, January 1st through December 31st. Forms received between October 1st and December 31st will be applied to the next calendar year.



## Dues and Contributions

<input type="checkbox"/> Institutional Membership	\$15	<input type="checkbox"/> New SIA member
<input type="checkbox"/> Individual Membership	\$10	<input type="checkbox"/> Renewing SIA member
<input type="checkbox"/> Volunteer, Student, or Retiree Membership	\$5	
<input type="checkbox"/> Contribution to SIA Scholarship Fund	\$_____	
Total	\$_____	

## Contact Information

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_

Directory Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Email \_\_\_\_\_

## Options

☐ Do NOT include my contact information in the Membership Directory.

☐ Do NOT sign me up for the Society of Indiana Archivists listserv.

## Return Form

Mail Completed form to: Wesley W. Wilson, SIA Membership Chair  
 DePauw University Archives, 11 East Larabee Street, P.O. Box 37 Greencastle, IN 46135  
 Phone: 765-658-4407, Fax: 765-658-4423  
 Or Email to: [wwwilson@depauw.edu](mailto:wwwilson@depauw.edu)





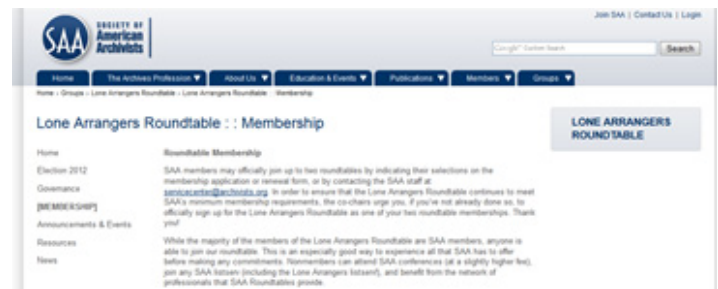
*Above: Mid Summer Night Dream Theater Production  
Below: theater production.*

*Both circa 1960s*

**Images from the Photograph Collection  
Indiana University South Bend Archives.**



## Lone Arranger Regional Contacts



Have you ever felt like you had no one to talk to who could relate to your situation as a lone arranger? Do you wish you had someone nearby who you could talk to about archival issues in a small shop? The SAA Lone Arrangers Roundtable's regional contact list is just the place to go to make a connection!

The archivists listed in this directory welcome the opportunity to "touch base" other lone arrangers in their same area. They are valuable sources of information as well as supportive ear as you work through a perplexing archival issue.

**To find a contact in your area visit:  
[www2.archivists.org/groups/lone-arrangers-roundtable/lone-arrangers-roundtable-membership](http://www2.archivists.org/groups/lone-arrangers-roundtable/lone-arrangers-roundtable-membership)**

Are you interested in becoming a contact for Lone Arrangers in your area? There are some states and regional organizations still without a contact. If you would like to volunteer your time and talents to assist other lone arrangers, please contact Ann Kenne at [amkenne1@stthomas.edu](mailto:amkenne1@stthomas.edu).

**SAVE THE DATE!!!**  
**SIA ANNUAL MEETING**  
**AT THE INDIANA STATE LIBRARY**  
**SATURDAY, APRIL 5, 2013**



# ANNOUNCEMENTS



*Hinkle Garton family papers before [left] and after [right] SAA student volunteers' organizing efforts.*

## **IUB Society of American Archivists student chapter plans conference, volunteers offer skills to non-profit**

The Indiana University at Bloomington student chapter of SAA has been busy this year! We started out the school year with our traditional historical walking tour of campus, and then visited Wylie House and the IU Archives. Later this month, we'll be holding an archives panel so students can hear archivists in a variety of positions explain their jobs and how they became interested in archives.

We are also hard at work planning out annual conference for students and beginning professionals. The conference will be held on March 8th, 2014 and our theme will be "Oh, The Things You'll Learn: Discovery in the Archives." Calls for proposals will be coming soon, so watch our blog and facebook page for the announcement!

One new activity SAA-SC has instigated this year is an opportunity for volunteering in an archival setting. Once a month, SAA-SC students have the opportunity to spend a couple of hours volunteering at the Hinkle-Garton Farmstead in Bloomington. SAA-SC members have been putting their archival skills to good use helping the staff to organize and arrange the Hinkle Garton family papers.

It's been a lot of fun, and we're looking forward to continuing this project!

### **Do you have news?**

A recent project or donation? A new grant? New people?

Links you like? Interesting photo?

Email to [swiftb@wabash.edu](mailto:swiftb@wabash.edu)

Send them anytime, use the subject heading ***SIA Newsletter***



# ANNOUNCEMENTS



## Call for Applicants: 2014 Archives Leadership Institute

**Are you looking for a way to recharge your professional life?**

**Do you crave a challenge that will get you thinking about archives in a radically new way?**

Would you like to expand your network of peers while building relationships that will impact you for the rest of your career?

The Archives Leadership Institute (ALI) at Luther College is a dynamic program that provides advanced leadership training and mentorship for 25 innovative archival leaders, giving them the knowledge and tools to transform the profession in practice, theory and attitude.

If you would like to be a part of the 2014 Cohort, please apply before

**January 3, 2014.**

Details about the application process and what characteristics the ideal ALI participant has can be found at:

**[www.archivesleadershipinstitute.org/p/apply.html](http://www.archivesleadershipinstitute.org/p/apply.html).**

Participants selected as the 2014 Cohort will be notified by the end of February.

The Archives Leadership Institute has been funded by the National Historical Publications and Records Commission (NHPRC) since 2008 and was held at the University of Wisconsin Madison until 2012. Luther College has been selected to develop and host ALI for years 2013, 2014, and 2015.

If you have any questions, please visit [www.archivesleadershipinstitute.org](http://www.archivesleadershipinstitute.org) or contact Sasha Griffin at [coordinator@archivesleadershipinstitute.org](mailto:coordinator@archivesleadershipinstitute.org).

Sasha Griffin, Digital Archivist, ALI Program Coordinator, Preus Library, Luther College  
700 College Dr., Decorah, IA 52101 Ph: 563-387-1725

[coordinator@archivesleadershipinstitute.org](mailto:coordinator@archivesleadershipinstitute.org)

Follow @ALiAtLuther <<https://twitter.com/aliatluther>> on Twitter!

<http://www.archivesleadershipinstitute.org>

## Kappa Alpha Theta Archives digitizing images

The Kappa Alpha Theta Archives, located at the headquarters of Kappa Alpha Theta Fraternity in Indianapolis, contains the records of Kappa Alpha Theta Fraternity and Kappa Alpha Theta Foundation. Four women, two who had been the first female students in 1867 at Indiana Asbury University, now DePauw University, established Kappa Alpha Theta Fraternity as the first Greek letter organization for college women. There are now 136 chapters on college campuses and more than 200 alumnae groups across the United States and Canada.

The archives, formally established in 1899, contains 600 linear feet of the organizations' official records dating back to the fraternity's founding in 1870 and Theta Foundation in 1961. The archives also has artifacts, an extensive photograph collection and scrapbooks donated by

## Kappa Alpha Theta Archives cont'd

members documenting their college experience.

More than 6,000 images have been digitized, representing about a third of the total images in the collection. The archives uses Cuadra Star Knowledge Center for Archives to manage the collection.

The collection is particularly strong in reflecting the college experience for young women and the roles of college-educated women in society. The fraternity's magazine, published since 1885, reflects the changing roles and opportunities for women over these years, touching upon topics such as the suffrage movement and vocational opportunities for women.

The archives is currently gearing up for the sesquicentennial celebration in 2020. Potential users should contact the archives via email ([archives@kappaalphatheta.org](mailto:archives@kappaalphatheta.org)) or by telephone (317-876-1870). Visits to the collection must be made by appointment.



*Blanche Bayse Gilmore and Mintie Allen Royse, Alpha Chapter/DePauw, 1894 (Photo courtesy of Kappa Alpha Theta Archives)*

## Willard Library Receives Orr Family Papers

The Willard Library in Evansville, Indiana, recently acquired a significant collection of historical and family documents from the Orr family. Samuel Orr, an Irish immigrant, arrived in Evansville in 1835; shortly afterwards, he founded the Orr Iron Company, which operated until the late twentieth century. Orr, along with many of his descendants, became civic leaders. One of them, Robert Dunkerson Orr, entered politics and served as Governor of Indiana from 1981 to 1989.

The holdings consist of photographs, scrapbooks, diaries, albums, books and publications, as well as miscellaneous documents, including a few pertaining to the Civil War. The family was well-traveled, and the donation included an old suitcase that housed an extensive collection of correspondence dating back to at least the 1840s. Other items received were sub-



*Orr Iron Company Headquarters - Image courtesy of the Willard Library, Evansville, Indiana.*

stantial genealogical materials on the interrelated families of Orr, Dunkerson, Garvin, and Casselberry. Dr. Isaac Casselberry was an early resident of Posey County who later moved to Evansville to practice medicine. *Questions regarding the collection may be directed to the Archivist, Patricia Sides, at (812) 425-4309, ext. 114 or [psides@willard.lib.in.us](mailto:psides@willard.lib.in.us).*





*Rare Books and Manuscripts Room, circa 1930s. Image courtesy Indiana State Library.*

## Indiana State Library Rare Books & Manuscripts news

The Rare Books and Manuscripts Division at the Indiana State Library is experiencing a renaissance! A primary responsibility for the unit has included revamping the collection management workflow to provide better access to our hidden gems belonging to citizens of Indiana.

In case you didn't already know, the collection includes over 3 million manuscripts; 4,400 collections, ranging from the late 1600s to present day. Among its strengths are Civil War-era letters and diaries, family papers, and the records of many political figures from the Hoosier state.

Are you interested in learning more about Indiana's rich history? Check out some of our fa-

vorites, including the Oliver P. Morton collection (L113) of correspondence, speeches, and notes involving Indiana politics and the Civil War ranging from 1855-1909; the Noah Noble collection (L118) of personal and political correspondence regarding state and national Whig politics and his campaign for Governor of Indiana ranging from 1816-1844; the original Treaty of St. Mary's (1815-1818); or the family papers and account ledgers from French fur trader and merchant, Hyacinth Lasselle (L127) ranging from 1713-1904.

For more information on our collection holdings, visit our website (<http://www.in.gov/library/manuscripts.htm>) or contact us at [bfiechter@library.in.gov](mailto:bfiechter@library.in.gov) or (317) 232-3671.



## Butler University Celebrates Two Building Anniversaries

This fall marked the 50th anniversaries for two of Butler's significant buildings: Irwin Library (September 9) and Clowes Memorial Hall (October 18). Almost all of the materials used in hard-copy and online exhibits, plus a public television documentary, came from the university archives. The hard-copy Irwin Library exhibit had several focuses: the history of libraries at Butler University; the life and work of architect Minoru Yamasaki, who is most famous for designing the World Trade Center; life in America and at Butler in 1963 for historic context; interior and exterior photographs and architectural drawings of Irwin Library; and what Irwin Library and academic libraries may be like in 2063. We put out floor plans of the library and asked students to draw in their ideal library of the future; we've gotten some frivolous ideas (water slides into the fountain), but also some excellent ideas that we can incorporate into future planning. The exhibit also featured clothing from the period, ranging from student and faculty dress to evening dress and even a band uniform from the archives. The online exhibit contains much of the same content, but has been enriched with extra material. We used the free version of the Omeka exhibit-building software and were happy with the way it came out. Please have a look: <http://irwinlibrary50.omeka.net/>



*Black and white exterior view of Butler University Irwin Library taken while building was under construction circa 1962. The library was designed by noted architect Minoru Yamasaki. Butler University Irwin Library Images Collection, Building and Grounds Collection.*

As part of the celebration the library held a photo contest on the theme of the library building or things that go on in the library. The winning photos were printed as posters and displayed in the library commons. All the entries were put onto the library large screen monitor and scroll through several times an hour. Contest entrants also donated their images to the university archives as part of the process. The library is holding a second contest of library or book-inspired art (drawings, paintings, altered books, etc.) in the spring; some of our art classes are drawing and sketching in the library, and this is a way to further focus on the library and books in a creative way that engages students.

The highlight of the anniversary celebration was a campus and community party on Septem-

ber 9. We had a cake in the shape of the library, a few short speeches, and a 1963 fashion show with 25 costumes; the show was created by a theater student. Students, faculty, and staff all helped model, and library staff dressed in 1963 garb to act as greeters and exhibit docents. For a few hours, the library was returned to its opening day in 1963.

Clowes Memorial Hall also turned 50 this fall.

It is significant in that it was the first multi-use auditorium of its kind in the United States. Other multi-use auditoriums, like

the Kennedy Center, were modeled, in part, on Clowes. The archives was heavily involved in providing photos, programs, news clippings, play bills, and other materials for a documentary our local PBS station (WFYI) made about the history of Clowes Hall. We also provided information about the history of the building and the events that have gone on there over the last 50 years, and we were able to identify and contact people who had been at Clowes in its first years so they could be interviewed.

Both of these anniversary events have led to increased interest in the two buildings. I have received several donations of materials about Clowes Hall, and have led tours of Irwin Library for several groups of architectural students. We are also reaching out to a national architectural meeting that will be in Indianapolis to showcase Irwin Library. So while the summer was devoted to nothing but preparing the exhibits and working with WFYI on mate-



*Black and white exterior view of the front of the Butler University Irwin Library taken from North East with snow. Butler University Irwin Library Images Collection, Building and Grounds Collection.*

rials for the documentary, the results have been very rich. Many more people are now aware of the significance of Irwin Library architecturally, and students, faculty, and staff all had opportunities to become involved through the art contests and the fashion show. The building anniversaries were excellent opportunities for outreach to the campus, the neighborhood, the state, and beyond. Not only did they let us share the significance of our buildings in some very creative ways, but we had a great excuse to party, and the archives was at the center of it all.

*Sally Childs-Helton*

*Special Collections, Rare Books, and University Archives Librarian*

*Irwin Library, Butler University*

***Artifacts for Archivists Resources for Information***  
***Sally Childs-Helton, Butler University***  
***Gaby Kienitz, Head Conservator, Indiana State Museum***

*Attendees to the SIA fall 2013 workshop Artifacts for Archivists received this tremendous listing of Conservation/Preservation Resources.*

*Thanks to workshop leaders Childs-Helton and Kienitz for the compilations and to SIA Education Committee member Rich Bernier of Rose-Hulman for sending them along.*

***Resources compiled by Sally Childs-Helton, Archivist, Butler University***

American Institute for Conservation of Historic and Artistic Works (AIC):

<http://www.conservation-us.org/>

International organization of conservation professionals. Publishes the Journal of the American Institute for Conservation (JAIC). JAIC and other publications available electronically at

<http://cool.conservation-us.org/coolaic/jaic>.

Midwest Regional Conservation Guild (MRCG):

<http://themrcg.wordpress.com>

Based out of the Indianapolis Museum of Art; good resource especially for works of art.

The National World War II Museum:

<http://nationalww2museum.org/give/donate-an-artifact/preservation-of-artifacts.html>

This website has a section on hazards to artifacts and basic preservation guidelines for textiles, paper, metals, leather, and wood, plus online conservation resources and supplies.

Greater Hudson Historic Network (GHHN):

<http://greaterhudson.org/>

From their home page, go to the Resources tab for excellent listings of museum and house museum resources, including disaster planning, preservation and conservation resources, appraisers, etc.

Benson Ford Research Center

<http://www.thehenryford.org/research/caring.aspx>

This site has detailed preservation fact sheets for a number of artifact types, including textiles and costumes, archival materials, brass and bronze, clocks, documents and art on paper, furniture and wood objects, glass and ceramics, iron, vehicles, oil paintings, photographs, silver, and more. Each fact sheet includes the nature of the material, what makes it deteriorate, storage and display, cleaning, a bibliography, referrals, and suppliers. This is an excellent introduction and resource.

### Conservation Online: Resources for Conservation Professionals (CoOL)

<http://cool.conservation-us.org/>

As an archivist, you should already know and be using this invaluable site! Now run by the Foundation of the AIC, it covers all kinds of archival and museum materials, directs you to conservators, etc. One-stop shopping for your conservation needs!

### Northeast Document Conservation Center (NEDCC)

<http://nedcc.org/home.php>

Another site you should know as an archivist. Specializes in the preservation of paper-based materials and has excellent preservation leaflets.

### dPlan: The Online Disaster Planning Tool:

<http://www.dplan.org>

Developed by the NEDCC and Massachusetts Board of Library Commissions, and is free.

### Northern States Conservation Center:

[www.collectioncare.org](http://www.collectioncare.org)

Another extensive and detailed website. There are excellent FAQs under their Collection Care tab, including almost all archival and museum formats, as well as environment, storage, disaster planning, cleaning, exhibiting, security, etc. The site also has publications, tools and supplies, and extensive links to more online resources. And they have extensive online training classes in all aspects of artifact care.

### Library of Congress Preservation Resources:

<http://www.loc.gov/preserv/>

### The Campbell Center:

[www.campbellcenter.org](http://www.campbellcenter.org)

Located in Mount Carroll, IL, the Campbell Center is one of the premier training centers in the U.S. for collections care and preservation training.

### American Alliance of Museums (AAM):

[www.aam-us.org/](http://www.aam-us.org/)

This is the museum equivalent of SAA. The Resources tab takes you to ethics, standards, and best practices pages, as well as professional networks and resources.

### Association of Indiana Museums (AIM):

[www.indianamuseums.org](http://www.indianamuseums.org)

This is SIA's sister organization for museums. Resources includes a directory and resources for disasters.

### **Books:**

Williams, Don and Louisa Jagger. *Saving Stuff: How to Care for and Preserve Your*

*Winter 2013*



Collectibles, Heirlooms, and Other Prized Possessions. NY: Fireside, 2005. Williams is the senior conservator at the Smithsonian. Excellent introduction to caring for just about any artifact you have. Written for the lay collector but useful in that it offers levels of care and preservation from minimal to maximum.

Bachmann, Konstanze, ed. Conservation Concerns: A Guide for Collectors and Curators. Washington, D.C.: Smithsonian Institution Press, 1992. Covers many kinds of artifacts, including chapters on warning signs of when something needs conserving.

Applebaum, Barbara. Guide to Environmental Protection of Collections. Madison, CT: Sound View Press, 1991. As above, covers many types of artifacts and talks about what the non-conservator can do to protect collections.

***Care of Artifacts Reference List compiled by Gaby Kienitz, Head Conservator, Indiana State Museum***

***Extensive Resources***

National Park Service Museum Handbook

<http://www.nps.gov/history/museum/publications/handbook.html>

Free online handbook “on how to manage, preserve, document, access and use museum collections”. This handbook is specifically written for curators and other staff at National Park Museums, but can be accessed and used by the public.

reCollections (Caring for Collections across Australia)

[http://www.collectionsaustralia.net/sector\\_info\\_item/3](http://www.collectionsaustralia.net/sector_info_item/3)

Similar to the NPS site, but with self-evaluation quizzes at the end to see if the information stuck.

Connecting to Collections

<http://www.connectingtocollections.org/>

Collections care topics addressed through archived webinars & lecture series, resource links, and discussion boards.

***Secondary Resources – Specific Topics***

Canadian Conservation Institute

[www.cci-icc.gc.ca/index-eng.aspx](http://www.cci-icc.gc.ca/index-eng.aspx)

<http://www.cci-icc.gc.ca/publications/notes/index-eng.aspx>

<http://www.cci-icc.gc.ca/caringfor-prendresoindes/collections-eng.aspx>

The website for the Canadian government’s conservation lab, similar to the resources offered by the NPS Museum Handbook (above), and the Conserv-O-Grams (below). the first link is the main web page. The second goes to the CCI Notes. The third link connects to the caring for collections material.

Caring for Your Possessions – Victoria & Albert Museum

<http://www.vam.ac.uk/page/c/caring-for-your-possessions/>

### ***Links to articles about caring for various artifact types.***

Minnesota Historical Society Conservation

<http://www.mnhs.org/preserve/conservation/>

Click on the blue menus to the right, especially “Disaster Response Resources”, “Emergency Salvage” and “Research & Development”.

Conserv-O-Gram – National Park Service

[http://www.nps.gov/history/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html)

Leaflets written by conservators about preservation, and low-tech conservation of various objects, and material types. Leaflets are organized by topics.

Smithsonian’s Museum Conservation Institute

[http://www.si.edu/mci/english/learn\\_more/taking\\_care/index.html](http://www.si.edu/mci/english/learn_more/taking_care/index.html)

Links to articles about caring for various artifact types.

Bishop Museum

<http://www.bishopmuseum.org/research/conservation.html>

A small group of articles about care of various materials, and artifact types. The topics specifically address materials, and object types that are typical in Hawaiian museums, but some of the material types are present in mainland museums, such as quilts and feathers.

Northeast Document Conservation Center

<http://www.nedcc.org/resources/leaflets.list.php>

Preservation leaflets about the care of paper and book materials.

### ***Care and Preservation of Historical Brass and Bronze***

Clara Deck, Senior Conservator, The Henry Ford

<http://www.thehenryford.org/research/caring/brass.aspx>

Article written by a conservator, about identifying, caring, and treating brass and bronze objects.

### ***Conservation of Plastics***

<http://www.plastiquarian.com/index.php?id=7&subid=127>

Developed by the Plastics Historical Society.

### ***General Conservation Resources***

Conservation OnLine (CoOL)

<http://palimpsest.stanford.edu/>

Scroll down to see conservation specific topics. Searches can also be carried out through the Search link or farther down through the Conservation DistList archives page.

The American Institute for Conservation of Historic & Artistic Works (AIC)

<http://aic.stanford.edu/>

A specific conservator can be found through the “Save Your Treasures” link. There is a query page with advanced search features.

Conservation and Art Material Encyclopedia Online

<http://cameo.mfa.org/>

Contains a query page to search for art and conservation materials based on brand name or content; such as dammar, polystyrene, or B-72 adhesive.

### ***Labeling Artifacts***

Artifact Labeling 101 – Collections Care and Conservation Alliance

<http://www.slideshare.net/ululahoots/artifact-labeling-101>

An Alternative Technique for Applying Accession Numbers to Museum Artifacts

[http://www.mnhs.org/preserve/conservation/docs\\_pdfs/ApplyAccessionnos.pdf](http://www.mnhs.org/preserve/conservation/docs_pdfs/ApplyAccessionnos.pdf)

### ***Natural History Collections***

Society for the Preservation of Natural History Collections (SPNCH)

<http://www.spnhc.org/>

Pull down the banner menus at Resources & Publications.

### ***Quilt Care***

Canadian Conservation Institute

[http://www.preservation.gc.ca/howto/articles/quilts\\_e.asp](http://www.preservation.gc.ca/howto/articles/quilts_e.asp)

Michigan University Museum

<http://museum.msu.edu/glqc/quiltcare.html>

International Quilt Study Center & Museum, University of Nebraska-Lincoln

[http://www.quiltstudy.org/about\\_us/questions\\_answers/care.html?PHPSESSID=d8592feef3b0e1883d2bc85bd2585333](http://www.quiltstudy.org/about_us/questions_answers/care.html?PHPSESSID=d8592feef3b0e1883d2bc85bd2585333)

### ***Display Methods***

Canadian Conservation Institute

[http://www.cci-icc.gc.ca/publications/ccinotes/pdf-documents/n13-4\\_e.pdf](http://www.cci-icc.gc.ca/publications/ccinotes/pdf-documents/n13-4_e.pdf)

Velcro™ system for textiles.

Textile Museum

<http://www.textilemuseum.org/care/brochures/hanging.htm>

Velcro™ system for textiles.

Marla Mallett (textile dealer)

<http://www.marlamallett.com/mounting.htm>

Various mounting methods for various flat textiles. Velcro™, casings, stretchers, foam core.

### ***Textile Storage***

Minnesota Historical Society

<http://www.mnhs.org/preserve/conservation/reports/paddedhanger.pdf>

Making padded hangers.

National Park Service

<http://www.nps.gov/history/museum/publications/conservation/04-05.pdf>

### ***Making padded hangers.***

Minnesota Historical Society

[http://www.mnhs.org/preserve/conservation/reports/textiles\\_storage.pdf](http://www.mnhs.org/preserve/conservation/reports/textiles_storage.pdf)

Textile storage overview.

### ***Cleaning and Bleaching Textiles***

Bishop Museum

<http://www.bishopmuseum.org/research/pdf/cnsv-quilts.pdf>

Procedures for wet cleaning quilts.

Proctor & Gamble

[http://www.scienceinthebox.com/en\\_UK/glossary/surfactants\\_en.html](http://www.scienceinthebox.com/en_UK/glossary/surfactants_en.html)

Detergents explained.

Bishop Museum

<http://www.bishopmuseum.org/research/pdf/cnsv-bleach.pdf>

To bleach or not to bleach?

### ***Odd stuff***

Rubber in Museums – Sharon D. Blank

[www.aiccm.org.au/docs/.../Blank\\_Bulletin\\_1988\\_Vol14No3and4.pdf](http://www.aiccm.org.au/docs/.../Blank_Bulletin_1988_Vol14No3and4.pdf)

Article written by a conservator in Australia, describing the history, composition, and disintegration of various rubber artifacts.

History of Adhesives – Jonathan Thornton

[http://preparation.paleo.amnh.org/assets/Thornton\\_adhesives\\_article.pdf](http://preparation.paleo.amnh.org/assets/Thornton_adhesives_article.pdf)

Conservation Physics

<http://www.conservationphysics.org/>

List of links to sites and articles about various topics related to controlling the storage and exhibition environment, along with properties of some materials. Not very user friendly, and the topics can appear somewhat scattered, but there are some links to seminal works.

### ***Exhibition Materials***

Display Materials: The Good, The Bad and the Ugly – Jean Tetreault

<http://www.iaq.dk/papers/good-bad-ugly.htm>



An article which discusses the rationale in selecting appropriate display/exhibition materials.

Exhibit Materials – Northern States Conservation Center

<http://www.collectioncare.org/cci/ccixex.html>

List of various materials that can be used for exhibition purposes.

Exhibit Case Construction Materials – National Park Service

<http://museumbulletin.files.wordpress.com/2011/12/exhibit-case-materials.pdf>

Extensively discusses the materials used in the construction of exhibit cases and exhibition mounts.

### ***Dictionaries & Glossaries***

Illustrated Furniture Glossary

<http://buffaloah.com/dics/dics.html>

Unfortunately, the glossary is only illustrated after you open the link to the search term. Otherwise, fairly extensive with the list of terms.

Illustrated Art Glass/Lighting Dictionary

<http://buffaloah.com/f/glos/lighting/vocab.html>

Same source as above. More useful images are available on the main page, along with the hyperlinked terms.

Silver Glossary – Jeffery Herman

<http://www.hermansilver.com/glossary.htm>

Terms and technology explained by a silversmith/restorer. The glossary is in the form of a list, with some images.

The Plastics Collection

<http://plastics.syr.edu/>

History and glossary. Originally developed by the National Plastics Center & Museum.

Pearls & Organic Gems

<http://nature.berkeley.edu/classes/eps2//wisc/Lect17.html>

Small technical glossary of pearls and other organic gems. Includes photos.

### ***Training Courses***

Campbell Center

<http://www.campbellcenter.org/>

National Preservation Institute

<http://www.npi.org/>

Northern States Conservation Center

<http://www.museumclasses.org/>



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