

Threats to Your Collection

Cherokee Hills Golf Course, Tulsa, Oklahoma, Monday, April 14, 2008

\$50 per person ■ To register, go online to www.tribalconference.org ■ 405-522-3515

OBJECTIVES

Participants will gain an understanding of the basic principles of:

- identifying threats;
- substantiating and eliminating risks;
- dealing with emergency situations;
- mitigating damages;
- reducing the impact of threats through planning and policy development.

MATERIALS (\$125 value)

- *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*
- *Field Guide to Emergency Response*
- *Companion DVD with video guides on dealing with specific emergencies*
- *Threats To Your Collection DVD with reproducible forms, sample disaster plans, lessons learned, and recovery procedures*
- *The Emergency Response and Salvage Wheel*
- *Working with Emergency Responders: Tips for Cultural Institutions*
- Materials from presenters

PRESENTERS

- Jan Davis, Records Manager, Oklahoma Department of Libraries and Archives (Oklahoma City, OK)
- Alison Freese, Senior Program Officer, Institute of Museum and Library Services (Washington, DC)
- David George-Shongo, Archivist, Seneca Nation of Indians (Salamanca, NY)
- John Long, Battalion Chief (ret.), Oklahoma City Fire Department (Oklahoma City, OK)
- Janice Klemm, Blackmon-Mooring (national)
- Gina Minks, Amigos Library Service (Dallas, TX)
- Michael Scanlan, Chief of Security, Oklahoma History Center (Oklahoma City, OK)
- Helen Stiefmiller, Collections Manager, Oklahoma City National Memorial Museum (Oklahoma City, OK)

AGENDA

8:30	Registration
9:00	Welcome and Overview of the Day , Jan Davis
9:10	Connecting to Collections: A Call to Action Across the nation, collections are at risk because of neglect, everyday environmental threats, and natural and manmade disasters. A 2005 study co-sponsored by the Institute of Museum and Library Services (IMLS), <i>A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections 2005</i> , estimates that at least 190 million objects in U.S. collections are in immediate danger. To start addressing

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	<p>the problems facing collections care, IMLS has launched <i>Connecting to Collections</i>, a national initiative to raise public awareness of the importance of caring for our treasures, and to underscore the fact that these collections are essential to the American story. This session will provide an overview of the <i>Connecting to Collections</i> program, including its information-packed web site, special conservation grants, national forums serving local museums and libraries, the Bookshelf project, and each component of the initiative.</p> <p><i>Alison Freese, Senior Program Officer, Institute of Museum and Library Services</i></p>
9:45	<p><i>The Preservation Survey: A First Step in Saving Your Collections</i></p> <p>The Preservation Survey is a valuable tool for setting long and short-term goals for protecting collections. This session illustrates best practices and demonstrates the tools and methods of assessment. Participants will receive a copy of <i>Assessing Preservation Needs: A Self Study Guide</i> produced by the Northeast Document Conservation Center.</p> <p><i>Gina Minks, Amigos Library Service</i></p>
10:45	<p><i>Break</i></p>
11:00	<p><i>Today is the Day: Planning and Preparing for Emergencies</i></p> <p>An emergency can easily spiral into disaster if you and your institution are not prepared to respond. This session will follow the steps taken by David George-Shongo in developing and maintaining an Emergency Preparedness Plan for his institution, the Seneca Nation of Indians Archives. Follow along with David as he describes how he identified and reduced risks, sought buy-in from others, established a chain of command, established salvage priorities, and developed a written plan (copy provided).</p> <p><i>David George-Shongo, Seneca Nation of Indians</i></p>
12:00 noon	<p><i>Lunch</i></p>
1:00 pm	<p><i>When Disaster Strikes: Working with First Responders</i></p> <p>Battalion Chief John Long (ret.) will provide insights into working with local emergency responders before, during, and after an emergency. He will cover action steps to take if you have warning and if you have no warning, address every day safety issues, cover information you need to prepare in advance to help emergency personnel during a disaster, and provide pointers on stabilizing the building and environment.</p>
2:00	<p><i>After Disaster Strikes: Mitigating the Damage</i></p> <p>Blackmon Mooring Steamatic (BMS CAT) is an internationally recognized leader in the field of catastrophic recovery and has been responsible for the three largest records center recoveries in history, including disaster recovery efforts of the U.S. Pentagon Library and Archives as a result of damage sustained in the terrorist attack. In this session, Janice Klemm will discuss how to document damage, retrieve and protect materials, identify and work with off-site services, establish salvage priorities, assess rehabilitation options and costs, disaster recovery contracts, lessons learned from other disasters, and post-disaster planning.</p>
3:30	<p><i>BREAK</i></p>
3:15	<p><i>What's Bugging You?</i></p> <p>Insects and pests can significantly damage to archival materials. In the past, chemical</p>

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	<p>pesticides were relied on for routine pest prevention and response to infestation. However, a growing awareness that the chemicals in pesticides pose health hazards to staff and damage paper-based collections has resulted in a strategy called Integrated Pest Management (IPM). Attendees will learn how to use IMP strategies to prevent infestations, recognize signs of an infestation, isolate and treat infested materials, and recognize the most dangerous insects to collections.</p> <p><i>Helen Stiefmiller, Collections Manager, Oklahoma City National Memorial Museum</i></p>
4:15	<p><i>Securing Your Collection</i></p> <p>The FBI estimates that theft and vandalism results in a \$6 billion loss to cultural institutions each year. In this session, attendees will hear about strategies for preventing theft and vandalism of collections, learn how to respond to breach of security or thefts, and create an effective security plan that addressed collections management, patron and staff management, and security systems.</p> <p><i>Mike Scanlan, Chief of Security, Oklahoma History Center</i></p>
4:45	<p><i>Questions and Input from Audience</i></p>