



Spring 1995

from the Chair

The Annual Meeting is around the corner for the Collection Managers Committee and for the Texas Association of Museums. The TAM Annual Meeting in Amarillo must cover a lot of ground for a field as diverse as museum work and a state as large as Texas, and the TAM Program Committee works very hard to address the myriad interests of the organization. Since its formation, CMC has played an active role in providing quality workshops and sessions at the TAM Annual Meeting; this year being no exception. The 1995 pre-conference workshop co-sponsored by CMC is **Disaster Workshop Part Two**; focusing on response and recovery. Mary Candee and Rick Casagrande deserve a round of applause for carrying the ball for so long and so well.

The Annual Meeting means business for CMC, and we begin at a startling 7:30 a.m. on Saturday, April 29th. Be sure to sign up for the CMC breakfast meeting on your TAM registration form. The short list for business is elections, bylaws, scholarships and awards. The long list is work done in 1994-95, and plans for 1995-96. The Annual Business meeting is your opportunity to share ideas and address your concerns to the whole group.

Carolyn Spears
CMC Chair

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CMC UPDATE

Scholarship Nominations

CMC is accepting applications for the TAM Annual Meeting scholarship of \$300.00. The scholarship is intended for CMC members who are new to the field or who have been unable in the past to attend an Annual Meeting. To apply for the scholarship, send a resume, letter of interest and letter of support from your supervisor to Carolyn Spears, Stone Fort Museum, P.O. Box 6075, SFASU, Nacogdoches, TX 75962. The deadline for applications is April 3, 1995.



Outstanding Membership Award

Please send your nominations to the CMC Outstanding Member Award to Carolyn Spears, Stone Fort Museum, P.O. Box 6075, SFASU, Nacogdoches, TX 75962 by April 3, 1995. The awards will be announced at the Annual Business Meeting in Amarillo.



CMC Annual Meeting Breakfast

Remember to sign up for the CMC Annual Meeting breakfast at TAM on Saturday, April 29th at 7:30 a.m. We will announce the results of officer elections, vote on changes to the bylaws, and discuss workshop and other business for the upcoming year.



Membership Dues

As announced at the December workshop in Austin, Sally Baulch was appointed to fill the position of Treasurer vacated by Rick Wiedenmann. Rick accepted a position as Curator of Collections at the Anniston Museum of Natural History in Anniston, Alabama. We will all miss Rick and wish him well in his new position. CMC Memberships are due as of January 1st. If you have not paid your 1995 dues, please send \$10.00 to Sally Baulch, Texas Memorial Museum, 2400 Trinity, Austin, TX 78705-5786.



**Remember to register for the
1995 Preconference Workshop,
Disaster Workshop II: Response and Recovery
at the TAM Annual Meeting.**

CMC UPDATE *continued*

Bylaws Changes:

CMC will vote on amendments to its bylaws at the Annual Meeting breakfast in Amarillo. The important changes focus on elections and payment of membership dues. In the current bylaws, dues are payable on January 1 of each year. Elections occur between January 1 and the Annual Meeting. Because in practice, the majority of members pay their dues at the Annual Meeting, the list of members eligible to vote in elections is always very short. The new bylaws would read that dues are payable on January 1 and in arrears as of the Annual Meeting. This would allow all members to legally vote in elections. Another change to elections is the addition of a second officer-at-large position. The officer-at-large is currently responsible for not only the newsletter, but also administering the standing committees. For an organization with currently six committees, this is too much work. The addition of a second officer-at-large will mean sharing the work and creating an even more inclusive organization. Finally, a change in the nominations procedure executed by the Executive Board in 1993 would be made permanent in the bylaws. Instead of presenting a slate of two candidates for each office, the nominating committee will present one nominee for each position with a write-in option.

Other changes are primarily grammatical or are concerned with the readability of the bylaws. Copies of the new bylaws will be available to members attend the Annual Meeting breakfast, or you may Carolyn Spears at 409-468-2408 to request a copy prior to the meeting.



1996 TAM Annual Meeting Session Proposals

The TAM Program Committee will be meeting soon to formulate plans for the 1996 Annual Meeting. The Collections Managers Committee regularly proposes sessions that address topics of concern to our members. Members should consider topics of interest to them or their staff as we will discuss possibilities at the Annual Meeting breakfast. You may also contact Carolyn Spears with any suggestions.



**Remember that 1995 Membership is due.
Look for information in the newsletter.**

Critters In Your Collection

CMC - SETMA Joint Workshop

Jan 21, 1995

Houston Museum of Natural Science

Summary by Gail Manning - Dallas Museum of Natural History

The CMC and SETMA held a joint workshop, **Critters In Your Collection**, at the Houston Museum of Natural Science, on January 21, 1995. **Critters In Your Collection** had two sessions: an identification session led by John Watts, museum entomologist; and a control session led by Jeffrey Tucker of Entomology Associates.

John provided live and dead samples of common museum pests, and had infested materials on display. People were able to get a good look at such culprits as dermestids, anodibs (beetles), psocids (booklice), teneids (clothes moths), silverfish, and the damage they do to our specimens.

Jeff Tucker provided an historical summary of pesticides and their applications. Both the active ingredient and its method of application should be considered when deciding control options. Baits, dusts and traps are all good options for museum pests. Fumigation, temperature changes and atmospheres are techniques being developed and revised and can offer alternatives for collection items unable to undergo conventional treatment.

In designing an IPM program for a collection, the first step is to identify the insects found. Next, clean and seal the room. Monitor for the pest activity, then decide a treatment. Treatment should not be based on the calendar, but rather in response to a specific problem. Prevention is easier and less costly than replacement.

More than 30 people attended the meeting. Thanks to Lisa Rebori, the speakers and others who arranged the workshop. Each attendee benefited from the talks.



**Remember to send in your nominations for outstanding
Collection Managers Committee Member.**

**Do you need a scholarship to attend TAM?
Contact Carolyn Spears.**

It could be you!

Windows to the Past:
The Maintenance and Use of Document and Photographic Collections
December 2, 1994
Workshop Summary by Sally Baulch - Texas Memorial Museum

As moderator, Ali Shirley began by defining archives as non-current records or papers of an organization or an individual that are selected for their continuing value. I attended the workshop because TMM's history/anthropology archives are somewhat unwieldy. Our division's archives are defined in three tiers: paper or photographic material donated to the Anthropology/History collections and treated as artifacts, collections support material, and "non-current" records of the institution.

Tip: We've found "paper artifacts" mixed in with our "non-current" institutional records so check old records carefully when weeding for continuing value.

Ali asked each speaker to address five areas: 1) collection description, 2) accession procedures, 3) finding aids, 4) reference services for the public, and 5) conservation considerations. She emphasized that each institution needs an archival mission statement which: lists priorities to help control what is kept, defines who has access to what records, defines the organization of the records, and addresses the where, what and hows of housing the archives.

John Anderson from the Texas State Archives photographic collection discussed how they control usage of the archives. Visitors work in a separate room from the collection. Because of limited staff and time, material is brought out by the box instead of separating out the specific pieces requested. The researcher is allowed to have one file out of the box at a time.

Tips: In categorizing material, John found it easiest to keep an accession in a box or area. If some of that material did not fit the space (i.e. oversize, etc.), John photocopied or photographed the material and kept a copy in the main file box for researchers to use.

Material that is requested often is photocopied to cut down on use. Testing has shown that most damage occurs to an artifact through handling. Photocopying a piece (and copying from the copy) cuts down on handling and damage.

Transparencies of artifacts are rented and returned which also cuts down on handling (an image is not reshot every time).

Galen Greaser and Michael Moore of the General Land Office took us on a video tour of the GLO Archives. The video emphasized the importance of flexibility in setting up an archives system. During the seventies, the GLO recognized the need to come up with a new system to care for original documents. From that point on, documents were laminated for protection; unfortunately, lamination turned out to be damaging, irreversible, and time consuming. When an archivist was hired in the mid-1980's, he suggested that a cheaper and faster way to protect paper was encapsulating it in stable polyester film which had the added benefits of being reversible and removeable.

Donaly Brice of the Texas State Archives documents division is responsible for keeping the permanently valuable non-current state records from every state office. One of his major concerns is limiting acquisitions (let your mind reel at how many records the bureaucracy generates). He emphasized the importance of the mission statement.

Workshop Summary continued

Tip: Due to many requests and limited staff, mail and phone requests are kept to 30-45 minutes. The public can contract with a private researcher to find information that requires more digging.

Jesse Herrera, photographer with the State Preservation Board, gave an example of documenting current records, more specifically, photographs. During the renovation of the State Capitol Building, every building detail needed documentation which could have ballooned into an unwieldy mass. Jesse stressed that continuing attention to documentation cannot be avoided or else valuable information is lost through staff attrition or more importantly through not being able to "get back to it". The following guidelines can help with accepting or refusing acquisitions: who is your audience, what subject areas support the institutional mission, what can you afford to care for in space, supplies, and time, what are your staff resources, and what security is needed for the public to use the archives.

PAST AND FUTURE CMC WORKSHOPS

The Collection Managers Committee has had many successful workshops in the past. We are looking forward to many more in the future. If you have any ideas about future workshops, please contact a CMC officer. For your information, we are listing the workshops that were held from 1990 to early 1995.

Winter 1990 - San Antonio
 Summer 1990 (June) - Midland
 Summer 1990 (August) - Fort Worth
 Fall 1990 - Snyder

Winter 1991 - San Antonio
 Spring 1991 - Corpus Christi
 Summer 1991 - Houston
 Fall 1991 - Austin

Winter 1992 - San Antonio
 Spring 1992 - San Antonio
 Summer 1992 - Fort Worth
 Fall 1992 - Houston

Winter 1993 - San Antonio
 Spring 1993 - Waco
 Summer 1993 - Dallas
 Fall 1993 - Austin

Winter 1994 - San Antonio
 Spring 1994 - Houston
 Summer 1994 - Dallas
 Fall 1994 - Austin

Winter 1995 - Houston
 Spring 1995 - Amarillo
 Summer 1995 - Winedale

At Your Own Risk, Shipping & Insurance
Archives - Joint Workshop with CTMA
To Deaccession or Not to Deaccession
Hands-On Conservation

Intro to Museum Conservation
Marie Malero, Legal Issues - TAM Annual Conference
Critters in Your Collection - Houston Museum of Natural Science
Permits and Regulations

Macro Environments - Conservation Workshop
NAGPRA - TAM Annual Conference
Managing Storage - Fort Worth Museum of Science and History
To Have & To Be(Hold) - Museum of Fine Arts, Houston

Managing Your Environment
Mary Case, TAM Annual Conference
How Your Perspective Affects Your Museum
Electronic Environmental Monitoring Systems

Conservation of Items Exhibited Outside
Disaster Planning I, TAM Annual Conference
If the Shoe Fits, Storage Concerns, Dallas Museum of Art
Window on the Past: Archives and Photographs

Critters in Your Collection? - Joint Workshop with SETMA
Disaster Planning II
Computer Concerns: Hands-on Training Retreat (Proposed)

TAM PRECONFERENCE WORKSHOP

DISASTER WORKSHOP II: RESPONSE AND RECOVERY

Join us for a full day workshop designed by TAM's Disaster Preparedness/Recovery Committee as Part Two in a series of two workshops addressing Disasters as they affect museums. This year's workshop will closely address responding to disasters and proper steps toward safe recovery of materials. This will be a hands-on, applied workshop, so come prepared to put your recovery skills to the test and learn from national experts. We will address response and recovery of paper materials, including books, manuscripts, photographs, computer disks, audio-visual materials and objects, including artwork, furniture, mixed media, office equipment, as well as the overall building facilities. The session will address practicing collection "triage" and how to address long-range conservation issues as a result of a disaster.

Planned by Richard Casagrande, Principal, Casagrande Appraisals, San Antonio, and Co-Chair of the TAM Disaster Preparedness/Recovery Committee.

Sponsored by the Collections Managers Committee of TAM and partially underwritten by a Professional Services Program grant from the Institute of Museum Services, a federal agency.

Chair: Mary Candee, Endangered Species Specialist, Texas Parks and Wildlife Department, Austin, and Co-Chair of the TAM Disaster Preparedness/Recovery Committee.

Presenters: **Toby Murray**, C.A. Preservation Officer, The University of Tulsa, Oklahoma

Barbara O. Roberts, Conservator and Chair, Ad Hoc Committee for Hazard Reduction, Seattle, Washington

Cost is \$85.00 for the workshop and the 360 page PREP Resource Manual. For those who already have the Manual, the cost of the workshop is \$50.00. Registration fee includes a morning coffee break, and a boxed lunch. The workshop will be held at the excellent facilities at the Conservation Center of the Panhandle-Plains Historical Museum in Canyon. Transportation will be provided to and from the Convention Center in Amarillo.

from the Texas Historical Commission

WINEDALE MUSEUM SEMINAR - ADMINISTRATION & INTERPRETATION NOVEMBER 5-16, 1995

The Winedale Museum Seminar, November 5-16, 1995 is designed to improve the quality and promote the continuing development of community and regional history museums, historical organizations, and other cultural institutions. The program is designed to meet the needs of mid to upper level museum administrators, curators, educators, exhibits specialists, and other staff members as well as the lone professional and experienced volunteer.

The seminar consists of sessions on a wide variety of topics including the administrative area - grant writing, fund raising, financial planning, trustee relations and board development, staff relations, volunteer management, ethics, and political survival. Other sessions are presented on object research, historical photographs, material culture, education/public programming, living history, program evaluation, design and fabrication of exhibits, marketing, security, and conservation of collections. Classes consist of lectures, discussions, group problem solving, practical exercises, participant presentations, and hands-on activities. A field trip to museums in San Antonio provides an opportunity to analyze exhibits and programs while putting into practice what was discussed in class the previous week.

Participants live dormitory style at the Winedale Historical Center, a beautiful rural area of central Texas located between Austin and Houston. The peaceful environment creates an ambience noted for enhancing concentration on seminar issues and enabling participants to relax and escape the stressful pressures of the workplace.

A registration fee of \$500 includes room and board, all materials and a seminar manual.



MUSEUM AWARDS

Give yourself and your museum a pat on the back and some well deserved publicity and recognition by nominating one of your outstanding programs for an award.

Nominations will be accepted until the end of March.



CONSULTANT SERVICES

The Local History Programs Department of the Museum Services Division of the Texas Historical Commission announces its Consultant services. The consultants are Kit Neuman and Dennis Chapman.

Services provided:

- Individual Consultations: Phone, Correspondence, On-site, in office.
- Referrals to other specialists for assistance or information.
- Materials/Information on specific topics for distribution.
- Workshops, seminars, conferences.

For more information on any of the above programs please contact:

Kit Neumann, Texas Historical Commission, P.O. Box 12276, Austin, Tx 78711, 512/463-5756.

Panhandle Museum Resource Sharing Consortium
& Northwest Texas Museum Association present

DISASTER WORKSHOP PART ONE: PLANNING AND PREPAREDNESS

- WHAT:** Outline a customized disaster plan for your institution!
- *Vulnerability and hazard assessment
 - *Building assessment
 - *Preparation of a disaster plan
 - *Disaster preparedness training
 - *Networks for disaster preparedness
- PRESENTERS:** Dr. Paul Katz, Carson County Square House Museum, Panhandle
Rick Casagrande, Casagrande Appraisals, San Antonio
Mary Candee, Texas Parks & Wildlife, San Antonio
- AUDIENCE:** Museum directors, administrators, curators, collection managers, educators, archivists, and operations staff
- WHEN:** Tuesday, April 11, 1995
9:00 am - 3:30 pm
- WHERE:** The Imagination Station
Stratford, Texas
- COST:** Each institution attending must purchase a manual
- | | |
|----------------------------|--------------------------|
| workshop, manual, & lunch: | \$50/person |
| | \$40 NWTMA member |
| workshop & lunch: | \$15/person |
| | \$10 NWTMA member |
- RSVP:** March 17, 1995 deadline
Mail to PMRSC, WTAMU 967, Canyon, TX 79106
Contact: Andi Gwyn (656-2249)

**TORNADO-FLOOD-FIRE-EARTHQUAKE-HURRICANE
TORNADO-FLOOD-FIRE-EARTHQUAKE-HURRICANE
TORNADO-FLOOD-FIRE-EARTHQUAKE-HURRICANE**

DISASTER WORKSHOP ONE: PLANNING AND PREPAREDNESS
APRIL 11, 1995

Name(s): _____

Institution: _____

Address: _____ Phone: _____

Number of Manuals _____ Amount Enclosed: \$ _____ Payment by cash or check only.

Please make checks payable to NORTHWEST TEXAS MUSEUM ASSOCIATION

1995 CMC MEMBERSHIP

Membership in CMC is \$10.00 per year, and was due as of January 1, 1995. All members must be members of TAM.

Name(s): _____

Institution: _____

Address: _____

Phone: _____ FAX: _____

Please make checks payable to CMC or Collection Managers Committee. Send to Sally Baulch, Texas Memorial Museum, University of Texas at Austin, 2400 Trinity, Austin, Texas 78705; (512) 471-1604

CMC NEWS

c/o Biblical Arts Center
P.O. Box 12727
7500 Park Lane
Dallas, Texas 75225



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Historic Waco Foundation
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