



Collection Managers Committee

NEWSLETTER

SPRING 2001

Workshop Review: Chips, Motherboards & Mice: Collections Management in the New Century Summary by Megan Bryant, CMC Vice-Chair

On January 29, twenty-five participants gathered at the Magic Lantern Castle in San Antonio to attend the CMC workshop on collections management software. Workshop organizer Kathleen Koonce kicked things off by introducing our host for the day, Jack Judson, Castellan and Curator of the Magic Lantern Castle. After Jack gave us a warm welcome and an introduction to the Castle and his collection, Lisa Rebori got us started on the topic of the day by discussing an overview of issues to take into account when considering a collections management system at your museum.

Our main speaker for the day was Jennifer Gibbons of Gallery Systems - the vendor for The Museum System and EmbARK. Jennifer discussed many issues, including selecting a collections management system (CMS) or building your own database in an off-the-shelf product like Access or File Maker and working with CMS vendors. Using The Museum System as a specific example, Jennifer also covered the complicated issue of implementing a CMS. The main point I came away with from Jennifer's presentation is the vital importance of project management when implementing a CMS - especially if a data conversion from a previously existing database of CMS is involved.

After a lunch break, we reconvened and workshop participants were able to spend time working with demos of a selection of CMS products. Demos available were Re:Discovery, Past Perfect, SNAP! and MultiMimsy.

It was a full day, but I think everyone came away with good information on collections management systems.

A big thank you must be extended to our host, Jack Judson - he has a wonderful facility and was very generous with his space and time - and to Jennifer Gibbons for coming all the way from New York to share her knowledge with us. Many thanks also to Bruce Taylor-Hille of Ox Bow Consulting and to Carolyn Spears of the Stone Fort Museum for generously providing the computers for use during this workshop.

Comments From The Chair

CMC has had a truly fruitful year. As the board is planning our annual meeting in San Antonio in April, I have looked back over all that we've accomplished and all in all been pretty pleased. We were able to sponsor another important collections issue workshop at TAM - Disaster Planning for \$1000.

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The money collected from the workshop then goes to TAM to help sponsor other aspects of the annual meeting. Our three workshops were extremely successful, to the point where Milly Walker has gone out on her own to fill additional needs with the marking objects information. She has now done three additional workshops outside of CMC, just to help out other museums. We had four TAM annual meeting scholarship recipients this year approximately \$1100 total. We were also able to purchase an additional membership benefit that you'll receive at the annual meeting.

On a sadder note we will see some of our most dedicated members leaving the board, at least for a little while. Kathy Roland, after many years of service, has decided to retire from the board as Officer at Large. Her work on the newsletter has really increased our level of professionalism and communications. I can't thank her enough for her personal support. Megan Bryant will be stepping off for a year as her term for VP ends, but I see a continuing future for her in CMC. She has graciously offered to head a Professional Development committee that will work closely with the new VP on next year's workshops.

For the new members coming on board, you have big shoes to fill but I know it's going to be a wonderful time as we plan next years activities. Megan is putting together a special ballot that will give members further input on workshops, where and what. The board wants and needs memberships input for this next year, so please really think about your needs at work. We are here to serve.

Kandy Taylor-Hille

Take it easy and see you in San Antonio!

Proposed By-Law Changes

The following items have been proposed for changes to the CMC By-Laws. Notice is hereby given of the proposed changes and of an upcoming vote at the CMC annual meeting in San Antonio in conjunction with the TAM annual meeting. The meeting will take place Thursday, April 5, 2001 at 5:15 to 6:15 p.m.

Changes Proposed:

Article Three. Membership

Section Four. (Presently reads) Each type of member must submit annual dues in the amount of \$10.00. (Proposed Change To) Each type of member must submit annual dues. The amount to be determined by the Committee Officers. [Dues have not been raised in 5 years, the board would like to entertain a modest raise to \$12 a year, we also felt that this could best be handled by the board and that it did not need to be specified in the by-laws.]

Article Four. Officers

Section Six. (Presently reads) The duties of the two Officers-at-Large are to supervise the various standing committees including, but not limited to, the Membership Committee, Special Events Committee and Tex-Prep Committee, but not including the Nominating and Program Committees. (Proposed change to) The duties of the two Officers-at-Large are to supervise the various standing committees, those created by the board, but not the Nominating and Program Committees. [Some of the committees listed are no

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longer needed, and we felt it should be at the board's discretion to ask for additional help]

Article Seven. Contracts, Checks, Deposits, and Grants

Section Four. (Presently reads) All funds of the Committee shall be deposited from time to time to the credit of the Committee in a checking account maintained by the Treasurer. (Proposed change to) All funds of the Committee shall be deposited from time to time to the credit of the Committee in an banking account maintained by the Treasurer. [We presently have a savings account and there was a need to correct the grammar.]

Grant Deadlines

- **Museum Assessment Program (MAP)** Application deadline March 15, 2001. Applications are available at the MAP Web site <http://www.aam-us.org/map.htm> or may be obtained by e-mailing MAP staff at map@aam-us.org
- **Texas Council for the Humanities, "Packaged Programs and Speaker Grants."** Applications deadline March 15, 2001. For more information, go to:
<http://www.public-humanities.org/grantguidelines2000.html>
- **NEH Preservation Assistance Grants.** Application deadline April 3, 2001. The National Endowment for the Humanities offers grants of up to \$5,000 for smaller institutions to preserve materials in museums, libraries, archives, and historical organizations. For more information go the NEH web site: www.neh.gov or call 202/606-8570.

Call For Session Ideas for TAM 2002

Don't forget our annual CMC Affinity Group Meeting during the TAM Annual Meeting in San Antonio. This year's meeting is Thursday, April 5, from 5:15 p.m. to 6:15 p.m. (check your final programs for exact location). As with last year we will be providing wine and cheese to sustain us all before the evening's event. During the meeting we will be providing a ballot where CMC members can indicate their preferences for future workshop topics and locations, as well as potential session proposals for the TAM 2002 Annual Meeting. If you have any suggestions of topics, location preferences (or offers!), speaker ideas, etc. please get them to me by March 30th so that I may include them on the ballot. You can e-mail your suggestions to me at meganb@jfk.org, fax them to me at (214) 747-6662, or send them via regular mail to my attention c/o The Sixth Floor Museum, 411 Elm Street, Suite 120, Dallas, TX 75202. Or if you prefer to communicate your ideas in a more personal manner, your phone calls are welcome at (214) 747-6660 ext. 6619. But please, send those ideas in--we can't plan future CMC activities without the input of our membership!! See you all in April--Megan Bryant.

CMC's TAM Scholarship Recipients Announced

CMC is proud to announce the 2001 CMC TAM Scholarship recipients. They are:

Full-funding to attend TAM has been awarded to: Angie Morrow, Associate Registrar,
Dallas Museum of Art (this will be her first TAM Annual meeting).

Partial funding to attend TAM has been awarded to: Nicky Ladkin, Registrar, Museum of Texas
Tech University (also her first TAM Annual Meeting)

Kathy Roland, Curator of Collections, Fort Concho Historic Landmark
Carolyn Spears, Curator, Stone Fort Museum

CMC is pleased to fund these CMC members. Don't forget to apply next year for TAM 2002 in Lubbock!

The History of CMC's Scholarship Recipients To TAM Annual Meeting

1991 Meeting (Corpus Christi) - Brenda Cantarutti, Leslie Cox, Leah Lewis
1992 Meeting (San Antonio) - Milly Walker, Deveri Darilek
1993 Meeting (Waco) - Brenda Haes
1994 Meeting (Houston) - Richard Wiedenmann, Nicky Ladkin
1995 Meeting (Amarillo) - Elizabeth Ericson
1996 Meeting (Dallas) - Gabriela Truly
1997 Meeting (Midland) - Kathy Roland, Letha Hooper, Kandy Taylor-Hille, Judy Shofner
1998 Meeting (Galveston) - Milly Walker, Tim Kerwin, Letha Hooper, Leshawn Spotted Bear
1999 Meeting (Fort Worth) - Joan Barborak, Kandy Taylor-Hille, Amy Fulkerson, Julie Robertson
2000 Meeting (Austin) - Elizabeth A. Ryan

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The History of CMC's Outstanding Member Award

1991 - Bill Allen, Rick Casagrande, and Terry Grose
1992 - Kathy Roland
1993 - Carolyn Spears
1994 - Kim Peel, Sally Shelton
1995 - Lisa Rebori
1996 - Susan Metcalf
1997 - Kandy Taylor-Hille
1998 - Gabriela Truly
1999 - no award given
2000 - no award given

**Attend CMC's Affinity Group meeting at TAM in San Antonio and see who's been awarded
CMC's Outstanding Member of 2001**

CMC's Member Profile Number One

Sally Baulch-Rhoden

One of my fondest memories is of my mother taking us out on our weekly cultural outings to the library, the 5 and dime store to spend our allowance, and if all four of us were really well-behaved, the Museum on the courthouse square (in Levelland). As I think back on those times, I realize that every effort made by museums...no matter if by big or small institutions...will be valued by its visitors. Of course not everyone will grow up wanting to work in museums, but eventually we all value the opportunity for storytelling.

Last night I watched a video put together by high school students of oral histories from long-time East Austin residents. I was touched by the stories, by the students' efforts, and by the fact that I did not expect to have this experience at the local children's museum.

When I returned to the South Plains in 1989 to attend the Museum Science Program at Texas Tech University, it was like a homecoming. The first time I went to that museum was with my older brother's cub scout troop when the new museum building first opened. Returning to learn the craft of museology was exciting. I immediately learned that there was a community of museum professionals that I could turn to for advice and commiseration.

Joining CMC when I started working at the Texas Memorial Museum seemed a natural extension of the learning process I began at Tech. It helped that one of my coworkers was a founder of CMC, Elaine Sullivan. I was also encouraged to strengthen my professional skills by my curator Lynn Denton who at the time was very involved in the Museum Assessment Program.

Drafted in 1994 to fill in for Alabama-bound Rick Wiedenmann, I served as CMC treasurer for a few years. Getting involved on that level really gave me a state-wide view of collections. I now feel that CMC does not just help me improve the objects I am responsible for, but through each participant in workshops we are improving access, housing, exhibits and communication across the state. Serving as chair for two years helped me understand the influence a well-organized group can have on its profession. CMC has a profound effect on the TAM Annual Meeting through organizing sessions and through contributing financially to insure that national speakers come or that costly workshops happen.

I thrive on variety and that is what I get in this profession. I'm currently thinking about the lofty goal of reaching the public through an upcoming exhibit, while physically vacuuming out a nasty silverfish and mouse infestation. I'm never bored.

Bio: female, married, two daughters, many hobbies

CMC's Member Profile Number Two

Megan Bryant

As a child I used to have special outings with my dad to the Museum of Science and Industry (or as I called it, "the Button Museum" - because of all the cool things you could do there by pressing various buttons) and the Field Museum in Chicago. I can trace my interest in working in museums back to a members night at the Field when I was about 7-years old where we all got to back into what I now know was collections storage-I was enthralled by all the "behind-the-scenes" stuff we got to see. Before I finally recognized that interest, I thought I wanted to be an archaeologist and majored in Anthropology at Grinnell College in Iowa. I even spent five months in the UK working on three different excavations before coming to my senses!

Armed with a Masters degree in Anthropology and Museum Studies from the University of Denver, I worked for a year and half as Project Curator for the Hieronymous Mueller Museum in Decatur, Illinois-helping to establish this newly formed family and corporate history museum. A few months after the grand opening it was time to move on-and that's when I came to Texas (what's that they say - I wasn't born in Texas but I got here as fast as I could?).

I started my position of Registrar at The Sixth Floor Museum at Dealey Plaza in October 1996. There's been a lot of growth and change at the Museum in the relatively short time I've been here. Consequently, my job has evolved quite a bit from when I started-but always in a good way. I've basically moved away from the collections care side of things and am much more involved in legal and administrative issues now. In fact, intellectual property/copyright issues have become a major interest of mine through my work at The Sixth Floor.

My other museum experience prior to coming to Texas includes: during my time at University of Denver, acting as repatriation coordinator for the Museum of Anthropology; a curatorial internship with the Molly Brown House Museum and Four Mile Historic Park in Denver, and some time as an intern/"historical interpreter" at the Norlands Living History Center in Livermore, Maine (I've got some great, embarrassing moment stories, from my time there if you can ever catch me with enough beer in me to induce me to share).

My involvement with CMC has not been anywhere near as long and as involved as many others-but it has certainly been extremely rewarding, both professionally and personally. In the past four years I have participated in workshops, served as Treasurer and Vice Chair, made some good friends, and in general had a great time and learned a lot as a CMC member. As a relatively recent transplant to the state of Texas, it is my involvement with CMC that has really helped me adjust and to extend my network of professional contacts - and more importantly, friends. My participation in CMC has also gotten me involved in the wider TAM organization, for which I served on the Program Committee for the 2000 and 2001 Annual Meetings.

It looks like I'm in Texas for the long haul as I purchased my first home last spring-a great condo just on the edge of downtown Dallas where I live with my 20-pound cat Elihu (ask anyone who's met him-he is the friendliest and sweetest kitty imaginable). My personal interests range from opera to figure skating to baseball (Cub fan, born and bred) to reading and lots and lots of travel. I also serve as a volunteer for the Grinnell College Alumni Regional Admissions Support Program-I represent the school at College Fairs, interview prospective students, and provide information to DFW-area high school students interested in Grinnell. And even though we were all initially northerners, more and more of my family seem to be drifting to Texas-I have an uncle in Dallas and a brother in San Antonio.

CMC Officers To Be Elected at April Meeting: Ballot Preview

The following CMC members have been nominated as the slate of officers to run for the CMC board for the 2001-2003 term to be voted on at the CMC Affinity Group Meeting in San Antonio. Don't miss the meeting!

Nominated for Vice Chair - Milred G. "Milly" Walker

Milly received a Bachelor of Science in Medical Technology from Baylor University in 1958. She worked as a Medical Technologist, retiring with a 40-year certificate. After her retirement, she went back to school at Baylor and earned a certificate in Museum Studies with 29 semester hours of work. She worked for Dr Pepper Company in Dallas from 1988 to 1990. During 1990 she worked part time for Historic Waco Foundation, cataloging and marking a large collection of glassware and other decorative arts. In 1990 she was hired as the full-time curator of collections for Dr Pepper Museum in Waco, where she was employed until the year 2000. In 2000, she was hired by the Dublin Dr Pepper Bottling Co. Museum as the Collections Manager/Curator. Milly is also a graduate of the Winedale Museum Seminar, a two-week workshop sponsored by the Texas Historical Commission and The University of Texas at the Winedale Historical Center. Her specialty is collections management. She has taught many seminars through the Collection Managers Committee of the Texas Association of Museums, but she is most happy when she is recognized as John and Chris' Grandma.

Nominated for Secretary - Carolyn Spears

A member of the Texas museum community since 1984, Carolyn is the Curator of the Stone Fort Museum in Nacogdoches, a regional history museum on the campus of Stephen F. Austin State University. She has been active in TAM, CMC and SETMA; holding the positions of Chair of CMC and President of SETMA, and as a member of the TAM Program Committee and the TEX-PREP Committee. Carolyn has organized and presented at both regional workshops and TAM Annual Meetings.

Nominated for Officer-at-Large (Newsletter) - Kate Hogue

I would enjoy the opportunity to serve CMC as a Member at Large. The professional networking and learning opportunities CMC provides are invaluable. After several years away from Texas, I joined CMC and TAM when I began at the Conner Museum in 1996. During those five years CMC has provided many helpful and practical programs to specifically educate those of us responsible for working with collections. As a museum professional working with collections, I would like to be more involved in CMC, and the activities that make it such a worthwhile organization.

My museum career began as a work-study student in 1987 at the Texas Tech Museum, where I received an M.A. degree from their museum studies program. Educational experience also includes post graduate study in conservation from the University of Canberra, Australia. Prior to returning to Texas, I worked in Utah and Nevada. Since returning to Texas, I have been an active member of TAM, and currently serve as an environmental monitoring kit manager, and have served on the TAM program committee. Also, as member-at-large for the Museum Association of South Texas, it would be my pleasure to serve on the Collection Managers Committee Board.

See you at the TAM Annual Meeting, April 4-7, 2001 in San Antonio!
Don't miss the scheduled CMC cosponsored pre-conference workshop
and the other collections-related sessions! The following is a listing of
what is sure to be the high-lights of TAM

Wednesday, April 4, 9:00 A.M. - 4:00 P.M. Planning for the Inevitable: Emergency Preparedness and Response, Pre-registration required, limited to the first 45 registrants. The morning portion of this full-day workshop will examine emergency planning and preparation measures for museums. Emergency contingencies for disaster scenarios which are both natural and of man-made origins will be discussed, along with what preventative measures can be initiated by staff members in advance to prevent or minimize damage from natural disasters, system failures, security threats, and medical emergencies. The afternoon session will address what actions a museum's staff can pursue in the wake of a natural or man-made disaster or emergency in order to achieve recovery from the event. Discussion will also focus on resources available to museums from recovery efforts and where to locate recovery services. Cosponsored by CMC, planned by Megan Bryant, Chair - Gabriela Truly, Speakers: Erroll Southers and Keith Wells.

Thursday, April 5, 9:00 - 10:15 A.M. Concurrent session, Conservation Roadshow 2001. This session will be a repeat of last year's Conservation Roadshow 2000. Conservators with specialties ranging from paintings to architecture will be available to answer your questions. Planned by Anne Zankos, Chair - Jack Nokes, Conservators: Cheryl Carrabba, Beatrice Dodge, Martha Simpson, Cisi Jary, Erin Loftus, Pam Rosser, and Anne Zankos.

Thursday, April 5, 3:30 - 4:45 P.M. What Am I Supposed To Do With This? From dealing with donors to placing objects on the auction block, experienced guides will show the basics of deaccessioning and how to avoid some of the detours and pitfalls that can occur when undertaking a major deaccessioning. Planned by Megan Bryant, Chair - Amy Fulkerson, Speakers: Elisa Phelps and George Zombakis.

Thursday, April 5, 3:30 - 4:45 P.M. I Don't Want To Carry It, YOU Carry It! Basic Ground Transit. This session is designed to introduce self-shippers to the fraternity of fine arts shippers, from gathering information and obtaining the initial quotes to specific special project needs. Learn all about what dock protocol *really* entails! Planned by Libby Cluett, Chair - Geoffrey Dare, Speakers: Larry Francell, Heather Lammers and Jonathon Schwartz.

Thursday, April 5, 5:15 - 6:15 P.M. Collection Managers Committee Meeting

Friday, April 6, 9:15 - 10:30 A.M. Intellectual Property and the Fun Stuff That Comes With It, Part I. This double session will begin with a panel discussion on basic aspects of Intellectual Property. Topics include copyright, fair use, electronic use, and trademark. Planned and chaired by Megan Bryant, Speakers: Wendy K. Buskop, Jeanne Chvosta and Courtney DeAngelis.

Friday, April 6, 11:00 A.M. - 12:15 P.M. Intellectual Property and the Fun Stuff That Comes With It, Part II. Join fellow colleagues and experts in the field for the second part of this double session on intellectual property issues relating to museum administration. Planned and chaired by

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Megan Bryant, Speakers - Wendy K. Buskop, Jeanne Chvosta and Courtney DeAngelis.

Saturday, April 7, 9:00 - 10:00 A.M. Taming the Great Outdoors: How To Care For Your Collections and Sites in a Natural History Environment, Part I. The first part of this double-header will revolve around caring for historic structures and artifacts in a natural environment. Planned and chaired by Kelli Pickard, Speakers: Derrick Birdsall, Mary Frederickson, Hal Smith and Calvin Smith.

Saturday, April 7, 10:45 - NOON. Taming the Great Outdoors: How To Care For Your Collections and Sites in a Natural History Environment, Part II. The second half of the double-header will address appropriate security and lighting for outdoor museums. Planned and chaired by Kelli Pickard, Speakers: Derrick Birdsall, Mary Frederickson, Hal Smith and Calvin Smith.

Saturday, April 7, 10:45 - NOON. Collections Care: How Professional Are Your Practices? What are acceptable practices regarding collections safety? This session will combine some of the most dynamic elements of a town hall meeting, a workshop, and a panel to identify and suggest diplomatic solutions that concern us all. Planned by Megan Bryant, Presenting Chair - Lisa Rebori, Moderator - Bill Allen, Panelist: Larry Francell.

Don't forget to attend TAM!

Workshops and Seminar Dates

ALI-ABA "Legal Problems of Museum Administration" Conference, March 22-24, 2001, Washington, D.C. For more information go to ALI-ABA web site, <http://www.ali-aba.org>

Texas Association of Museums Annual Meeting, April 4-7, 2001, San Antonio. For more information, see article in this newsletter, or go to TAM's web site, <http://www.io.com>

American Association of Museums Annual Meeting, May 6-10, 2001. The AAM Annual Meeting will take place in St. Louis. For more information go to AAM's web site, <http://www.aam-us.org>

American Institute for Conservation of Historic and Artistic Works (AIC) Annual Meeting, Dallas, May 30-June 5, 2001. For more information, go to AIC's web site, <http://www.aic.stanford.edu>

American Association for State & Local History Workshop Series. For more information, go to AASLH's web site, <http://www.aaslh.org>

Preservation Workshops Available

National Endowment for the Humanities has awarded a grant to support the presentation of six workshops to train archivists, librarians, curators and researchers in practices of preserving books, manuscripts, and other paper based documents that reveal the historical past. Working with staff members of the South Texas Archives, the Jernigan Library, and consultants from AMIGOS Library Services the following workshops will be presented free of charge to those who register in advance with AMIGOS. To register contact the AMIGOS Library Service Office in Dallas at 1-800-843-8482 ext. 129, contacting Chris Brown, Training Support Specialist or register online at www.amigos.org/mailform. For more information contact: Cecilia Aros Hunter, South Texas Archives, Texas A&M University - Kingsville. 361-593-2776 or 361-593-4154.

Oral History: Recording and Preserving: April 4, 2001 at TAMUK

Preserving the past for the future often involves oral as well as written communication to fully understand and appreciate what others have seen and done. Techniques for asking the right questions and listening accurately will be examined in this workshop. It will be concluded with a discussion on how to save and preserve the magnetic medium on which the interview is conducted.

Care and Handling of Photographic Collections: June 27-28, 2001 at TAMUK

This session provides information on the proper care, storage and handling of photographic materials, and will discuss exhibits, repair and treatment options and duplication methods and procedures.

Genealogy and Preservation: Issues for Librarians, Archivists, and Researchers: Aug. 15-16, 2001 at TAMUK

Many of today's library patrons are in search of family history materials, or want to know how to care for, store, and display items they already own. Day one of this workshop, led by state or local genealogical experts, focuses on genealogical reference sources and assisting patrons in their research; day two covers care of family history materials in the library and/or the home.

Editor's Note

This is my last newsletter issue. It has been a wonderful three years since I took on the task of editing the CMC Newsletter as Officer-at-Large. Thanks to all who have written articles for the newsletter in the past. Please remember to submit articles to the CMC member who will be your newsletter editor. Your input is invaluable. YOUR newsletter does not write itself!

Thanks, Kathy Roland, CMC Officer-at-Large & Newsletter Editor

Membership Form

☐ \$10.00 Membership Fee

NAME (please print clearly)

INSTITUTION

ADDRESS

CITY

STATE

ZIP CODE + 4

TELEPHONE

FAX

E-MAIL

Please make checks payable to the **Collection Managers Committee**.

Send check and form to Sally Baulch-Rhoden, Texas Memorial Museum, 2400 Trinity, Austin, Texas 78705-5730

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Sally Baulch-Rhoden, Past Chair

(see Treasurer)

SEE FORM ON PAGE 10 OF THIS ISSUE!

MAIL YOUR \$10.00 TO CMC TREASURER!

DON'T FORGET TO PAY YOUR CMC DUES FOR THE 2001 YEAR!

DUES ARE DUE!!!

CMC NEWSLETTER

c/o Fort Concho National Historic Landmark

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CMC NEWSLETTER

**is a quarterly publication by the Collection Managers Committee,
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Kathy Roland, Editor

Submissions due by the first of March, May, August & November