



Collection Managers Committee

NEWSLETTER

SUMMER 2000

Workshop Review: Museum Law 101

Tuesday, April 25, 2000

Sponsored by the TAM Collection Managers Committee

Summary by Megan Bryant, CMC Vice-Chair

A sellout crowd of forty participants gathered together in Austin on April 25 to attend the CMC-sponsored pre-conference workshop at the TAM annual meeting. The subject of the workshop was "Museum Law 101" – inspired by ALI-ABA's (American Legal Institute-American Bar Association) annual course on "Legal Problems of Museum Administration." The workshop was chaired by Courtney DeAngelis, Associate Registrar at the Amon Carter Museum in Fort Worth, and the speakers were professors Brian Havel of the DePaul University College of Law in Chicago, David Sokolow of the University of Texas Law School in Austin, and Marilyn Phelan of the Texas Tech University School of Law in Lubbock. The presentations by these dynamic speakers were on topics ranging from contracts to collecting and deaccessioning to intellectual property, with a little bit of torts tossed in for flavor.

The morning portion of the workshop was tackled by Professor Havel who spent the first hour familiarizing participants with the framework of the U.S. legal system, specifically the functions of the state and federal civil courts. After providing this basic understanding of the legal framework, Professor Havel presented an "Introduction to Contracts." In this portion of the workshop, the three basic components of a contract – offer, acceptance, and consideration – were reviewed. Professor Havel's main take home point was to make sure you are aware of and understand all terms when entering into a contract. He also pointed out that sometimes a valid offer and acceptance – and hence a contract – can be created in letters between two parties without the benefit of legal language. Because you can be legally bound in such cases, it is extremely important to always be specific in regards to intent when discussing contract terms.

After the lunch break, the workshop delved into more specific areas of concern to museums, building on the basic framework provided by Professor Havel. Professor Sokolow discussed the legal implications of collecting in museums. Topics covered included the various legal requirements of gift and loan transactions, the effect of community property laws on ownership, the importance of checking provenance for clear chain of title during the acquisition process, acquisition policies, and deaccessioning. Participants were given a packet of helpful handouts that included examples of acquisition policies from several institutions, a summary of major statutes and conventions affecting museum acquisitions and collections, and a bibliography of law review articles on stolen art and cultural property.

Professor Phelan then delved into the enormous topic of intellectual property – which could easily have been an entire workshop itself. Professor Phelan gave participants an overview of such topics as: copyright duration, public domain, the concept of fair use, the rights of privacy and publicity, licensing agreements, works for hire,

(Continued on page 2)

and the impact and new considerations of multimedia technology on copyright issues.

The workshop covered a lot of important issues in one day, and while the participants might have come away exhausted, it's probably safe to say we all garnered a great deal of relevant and important information. Thanks to all the speakers for taking time out of their busy class schedules to share their expertise with us!

TAM SESSION REVIEW

By Kathleen Koonce

Having recently attended the Texas Association of Museums annual meeting, thanks in part to the Collections Managers Committee Stipend, I would like to summarize and review a session that I felt was informational. The session, "Start Organizing Your Institutional Archive Before This Millennium Gets Away From You Too," although having a lengthy title, was full of original ideas that were very useful. The ingenious idea of organizing institutional documents never occurred to me. Putting a scrapbook together with institutional documents caught my attention, the sometimes time-consuming process springs from a simple concept. The scrapbook included: all information on the museum like newspaper clippings, museum pamphlets, and press releases; important forms; and departmental information including why certain procedures changed and what worked or did not. Important to note financial records and personnel records absolutely should not be included. This scrapbook is to be used for easy reference for the staff not for public use. The initial gathering of documents may be time-consuming but setting out a basket for new documents will make it a lot easier as you continue the process. Decide how you want to organize the scrapbook alphabetically, topically, or chronologically. Since this is an archival document the same basic rules apply: encapsulate acid filled documents, photocopy newspaper print onto acid free paper, remove paper clips and staples, and isolate colored paper. Don't forget to throw away duplicates.

Jennifer Cook, Mary Kay Museum in Dallas, and Kandy Taylor-Hille, Sebastopol State Historical Park in Sequin, did an excellent job teaching the audience about creating an institutional archive. An institutional archive can be used to back up questions and answers about changes and can create a more accurate historical provenance of the institution. Handouts included a copy of the "Code of Ethics For Archivist," an archival glossary, and a bibliography.

FROM THE CHAIR

On June 4 and 5, the CMC Board met for a retreat at the Landmark Inn in Castroville. Elisa Phelps, President of TAM, was kind enough to join us on the evening of the 4th, but otherwise we cut ourselves off from the outside world. The Inn has no phones, radios, or TVs, in other words, heaven! Much of what we did and said focused on the future of CMC, not just for the next year, but in the years to come. We also bonded over some of the best French food I have ever tasted. Fortunately, scales are also banned at Landmark Inn. You'll see much of our handy work in the year to come: TAM sessions, CMC workshops, a new CMC listserver, revamping of the web site, and revision of the by-laws to be presented at the next TAM annual meeting. But more than anything, it is my hope that you see an effective, efficient board that took the membership's interests and desires to heart and is working hard to have them become a reality in our projects. A special thanks to the board and also Elisa. I'll be revealing more of the new plans over the next year.

Kandy Taylor-Hille

Minutes
Annual Business Meeting of April 26, 2000
Austin, Texas
Submitted by Rachel Mauldin, Secretary

I. Welcome - The annual business meeting was begun by Sally Bualch-Rhoden, Chair at 5:15 pm on Wednesday, April 26, 2000 in Austin, Texas at the Texas Association of Museums Annual Meeting. She welcomed all in attendance and thanked Jeff West and Bruce Taylor-Hille for providing the refreshments.

II. 1999-2000 Business Reports to the Membership

A. Secretary's Report - Rachel Mauldin thanked those members who completed the ballots for the 2000-2001 election. She stated that the new officers for 2000-2001 are: Kandy Taylor-Hille, Chair; Carolyn Spears, Secretary; and Kathleen Koonce, Officer-at- Large.

B. Treasurer's Report - Megan Bryant provided members with the current balance sheet of funds. She noted that 48 members had renewed, although there were 20+ members who had not. Megan also commended Gabriela Truly for recruiting new members.

C. Vice-Chair's Report - Kandy Taylor-Hille reviewed the workshops for the past year. She gave a special thanks to Milly Walker for her time and involvement for the second workshop on marking objects (**Do I Still Need Nail Polish II**), which was a huge success in Waco. (Milly thanked Sally Baulch-Rhoden and Lisa Rebori for their assistance with the workshop.) In addition, Kandy noted that the conservation workshop, **Does It Need Conservation or Just Preventative Maintenance** at Perry Huston and Associates was sold out. A second conservation workshop is planned. Kandy then reviewed the up-coming CMC workshops, as well as the TAM workshop on bronze sculpture maintenance. She commended everyone who organized and assisted with these workshops.

D. Office-at-Large Report - Kathy Roland noted that she just sent out the CMC Newsletter. The next printing will be before June. She requested that articles and ideas be sent in with plenty of time to be included in the Newsletter. Please e-mail Kathy at coll@fortconcho.com.

E. Chair's Report - Sally Baulch-Rhoden thanked the members involved with the Environmental Monitoring Kits and listed who was in charge of them for each area of the state. Sally congratulated the recipients of CMC's travel scholarships: Kathleen Koonce and Elizabeth Ryan both from The Heritage Society, Houston. Sally then reviewed the CMC sponsored sessions and reminded the members that their ideas for job enhancement through TAM sessions are taken seriously. Anyone with a concept for a session should give it to Kandy. Sally stated that in addition to the newly elected officers that Megan Bryant would move from Treasurer to Vice-Chair and that she (Sally) would move to Treasurer.

III. New Business

Sally stated that next year's TAM annual meeting topic is **Museums: Redefining Community**, in San Antonio, April 4 - 7, 2001. She encouraged everyone to give the CMC program committee ideas to address.

IV. Other Business

Sally introduced Kristen Overbeck from the National Institute for the Conservation of Cultural Property, who was responsible for creating the Emergency Response and Salvage Wheel (Wheel-O-Disaster). She spoke about funding for general conservation assessments.

Gabriela Truly thanked Fortress FAE for their generosity in underwriting part of the conservation workshop at Perry Huston and Associates. Gabriela introduced several people involved with art shipping companies and who are now new members of CMC. She also stated that Atelier4 and US Art were vital in



Treasurer's Report, April 2000

Megan P. Bryant

	<u>1999</u>	<u>(YTD) 2000</u>
Opening Balance	1940.61	1257.51
Income		
Memberships	490.00	380.00
Workshops	890.00	350.00
Donations	0.00	240.00
Interest	12.98	3.66
Adjustment	.54	
Expenses		
Workshop Costs	-350.62	-134.15
Texas Association of Museums		
Annual Meeting	-1004.00	-1000.00
Underwriting	-400.00	-220.00
Scholarships	-310.00	0.00
Speaker Travel	-12.00	-10.00
Fees (money orders, checks, etc.)	-12.00	-10.00
BALANCE (as of 4/22/00)		\$ 867.02

underwriting the PREP Manual.

Bill Allen welcomed all new people to TAM and CMC and reminded those in attendance that membership is only \$10.00. He also notified the members about two NEMA workshops relating to insurance: **How to Prepare for a Collections Loss** and **How to Build a Paper Trail** and suggested them as possible session topics for next year's meeting.

Grant Funds Available through the Conservation Assessment Program

Are you looking for ways to improve collections care at your museum? If you are a small or medium-sized museum, then you need to know about the Conservation Assessment Program (CAP)!

CAP is funded by the Institute of Museum and Library Services (IMLS) and administered by Heritage Preservation. The program was designed to specifically address the conservation concerns of smaller institutions. It is a first-come, first-served grant that provides funds for a general conservation survey of a museum's collections, environmental conditions, and sites. A modest match is required.

Professional conservators identify conservation priorities during a two-day site visit and document their suggestions in an assessment report. The resulting CAP report can be a valuable tool for developing strategies for improved collections care, long-range planning, staff and board education, and fund-raising.

A maximum of two assessors per institution is funded through CAP. Most museums are awarded an objects conservator to survey the museum's collections. Institutions with living collections, such as zoos, aquariums, nature centers, botanical gardens, and arboreta may use CAP to assess conservation needs of both their living and non-living collections. Museums located in historic structures--buildings more than 50 years old--are also awarded an architectural assessor.

Since beginning in 1990, CAP has helped over 1,300 museums throughout the United States receive professional assistance for the care for their collections and buildings. In New Mexico, sixteen museums have benefited from this program. The complete 2000 awards list will be announced in September. As CAP celebrates ten years of service to museums, Heritage Preservation and IMLS want to assure that all eligible museums have an opportunity to receive this one-time grant.

The FY2001 CAP applications will be mailed on October 6, 2000 and must be returned by the postmark deadline of December 1, 2000. Institutions should contact Heritage Preservation as soon as possible to be added to the application mailing list. Heritage Preservation sends potential applicants sample applications so that they may review the eligibility requirements and prepare for the application process. The sample application may also be downloaded from the Heritage Preservation web site at <http://www.heritagepreservation.org/programs/capover.htm>. Remember, CAP grants are awarded on a first-come, first-served basis, so start thinking about CAP now!

For further information, contact:
Conservation Assessment Program
Heritage Preservation
1730 K Street, NW, Suite 566
Washington, D.C. 20006-3836
202-634-1422 (phone) 202-634-1435 (fax)
koverbeck@heritagepreservation.org

Environmental Monitoring Kit Keepers

**Central Texas Museums Association -
Melinda L. Herzog, Curator, Governor and Vera Daniel
Historic Village, Waco. Tel: 254/710-1173.**

**Museum Association of South Texas -
Kate Hogue, Conner Museum, Station 1 Box 2171,
Kingsville. Tel: 361/593-2852.**

**Northeast Texas Museum Association -
Leishawn Spotted Bear, Assistant Collections Manager/
Science, Fort Worth Museum of Science and History.
Tel: 817/255-9393.**

**Northwest Texas Museum Association -
Richard Trela, Senior Paintings Conservator and
Director, Panhandle-Plains Historical Museum
Conservation Center, Canyon. Tel: 806/651-2241.**

**Permian Basin Museums Association -
Letha Hooper, Collections Manager, Ellen Noel Art
Museum of the Permian Basin, Odessa. Tel: 915/362-
6071.**

**Southeast Texas Museum Association -
Carolyn Spears, Curator, Stone Fort Museum,
Nacogdoches. Tel: 409/468-2408.**

Letter from A CMC Scholarship Recipient

I would like to take this opportunity to thank the Collections Managers Committee for the scholarship and the opportunity to attend the Texas Association of Museums Annual Meeting. Being a recent transplant to Texas from New Jersey, I found the meeting a wonderful way to meet new people and gain some knowledge of the museum community I now feel a part of. The Meeting provided me with lots of information about the programs available to me through CMC, SETMA and TAM.

I found the administration of the meetings to be very well done and the breakout sessions to be very informative. I found a diverse arrangement of sessions that satisfied my needs and curiosity; I was especially interested in those that dealt with such topics as collections, the Internet and copyrights.

As a "First Timer," I felt a little conspicuous when I first put on the orange banner, but I encountered countless people who went out of their way to offer their assistance or just to say "Hello!" I also want to recognize the Mentors, who made a tremendous impact to a person, they were very approachable and eager to help. Their efforts and guidance were invaluable in making the many aspects of the Meeting accessible and productive for a "First Timer" like me. In short, the best part of the Meeting was simply meeting the people who attended.

Without the scholarship, I would have been hard-pressed to attend the Meeting. I am especially grateful, because I was recently offered a curatorial position by one of the contacts I made. I truly appreciate the generosity of the CMC and look forward to attending the Meeting for many years to come.

Elizabeth A. Ryan



FOR YOUR INFORMATION

Please note the following items of interest:

Mailing Labels

Take a look at your mailing label. If it has a red asterisk on it, your dues are due. See page 9 and fill out a membership form and send it along with \$10.00 to CMC Treasurer, Sally Baulch-Rhoden. This will be your last newsletter if your dues are not paid up.

Thank You!

A big heartfelt thanks to the following businesses and individuals who have been CMC sponsors the past year and in previous years. Special thanks go to Bill Allen of Henderson Phillips Fine Arts Insurance, FAE, Oxbow Consulting, US ART, Atlantic Fine Arts and Atelier4 for their support.

Website

Yes, CMC does have a website: dbstech.com/museology/cmc.htm A new Webmaster will be taking on the task of updating the website. Look for updated information in the near future. A special thanks to Bruce Taylor-Hille for starting the website.

NOTICE OF UPCOMING CMC WORKSHOPS

July 17, 2000

CMC Workshop, Millard's Crossing, Nacogdoches

Mark It! Pack It! Store It!

Storage & Collections, part of a "Back to Basics" series.

Participants will learn new marking techniques, how to revamp their storage, and container making. A great update for those in the know, and simply wonderful for those wanting to know.

October 23, 2000

CMC Workshop, Perry Huston & Associates, Fort Worth

Conservation or Just Preventative Maintenance, Take II

Sold out last time, with a long waiting list, we are again

presenting Helen Houpp, paintings conservator. She will show

us how to pad a rabbit on a frame; add a protective backing,

install the correct hanging hardware, save old exhibition

labels from the old backing, photograph for treatment, and so on, and so on.

January 29, 2001

CMC Workshop, Sebastopol SHP, Seguin Chips, Mother Boards &

Mice: Collections Management in the New Century.

A comprehensive review of Collections Management Software

currently available on the market. We will also cover setting

up collections documentation for converting to a software pro-

gram, policy & procedures for collections, and Internet access.

If you're interested in any of the above workshops, please contact Megan Bryant at 214-747-6660 ext. 6619 or e-mail her at meganb@jfk.org

MEMBER PROFILE

*(*Editor's Note: This is a New Feature for our newsletter. Each month one or two members of CMC will be profiled to give members an in-depth look at one of our own)*

Kandy Taylor-Hille, the new Chair of CMC, has a very clear memory of the first museum she ever walked into. Age 3 and it was the Ft. Worth Museum of Science and History, there were shrunken heads on exhibit, she was hooked. She attended Baylor University in the Museum Studies program, with an emphasis on Art History, specifically modern art. She has never worked for a modern art museum. Kandy has worked for the Texas Parks and Wildlife Department for the past 7 years, and is presently the Park Manager of Sebastopol State Historical Park in Seguin, Texas, and co-owner of Oxbow Consulting, a museum exhibits and collection management firm, run by her husband. The smartest thing she ever did was to marry Bruce Taylor, the dumbest was to think that it would be easy to have a hyphenated name. She is the exceptionally proud mother of Benjamin William Taylor-Hille, age 2, and various animals, all of which try to teach her patience. She presently serves as Officer-at-Large for TAM council, and in the past has served on the program committee. While it is hard for her to imagine a world without museums in it, she knows how long it is to retirement, 18 years, 4 months. Her area of special interest, professionally, is historic homes and especially mechanical systems. Her area of special interest, personally, is gardening, which she never has time for.

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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San Angelo, Texas 76903-7013
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fax. 915.657.4540
e-mail coll@fortconcho.com

Sally Baulch-Rhoden, Past Chair
(see Treasurer)

NOTICE OF UPCOMING TAM WORKSHOPS

- September 11, 2000 *Fort Worth Museum of Science and History, 1501 Montgomery Street, Fort Worth*
Developing A Personnel Policy Manual
- September 25, 2000 *Museum of Health & Medical Science, 1515 Hermann Drive, Houston*
Traveling Exhibits: Strategies For Success
- October 2, 2000 *Umlauf Sculpture Garden & Museum, 605 Robert E. Lee Road, Austin*
Bronze Sculpture Maintenance

Registration will be mailed in July.

For more information, please contact Texas Association of Museums at 512-328-6812 or e-mail TAM at tam@io.com or look at TAM's Web site: www.io.com/~tam

CMC NEWSLETTER
c/o Fort Concho National Historic Landmark
630 S. Oakes St.
San Angelo, TX 76903-7013

CMC NEWSLETTER
is a quarterly publication by the Collection Managers Committee a
nonprofit affinity group of the Texas Association of Museums
Kathy Roland, Editor
Submissions due by the first of March, May, August & November

Mark It! Pack It! Store It!

Co-Sponsored by the Collection Managers Committee of the Texas Association of Museums and the Southeast Texas Museums Association

Monday, July 17, 2000

9:00 AM - 4:00 PM

Millard's Crossing Historic Village
Nacogdoches, Texas

This one-day workshop, part of the CMC's "Back to Basics" series, is designed to be both a great refresher course for mid-career professionals and a hands-on crash course for newcomers. Milly Walker, Collection Manager at the Dublin Dr. Pepper Bottling Company, will once again share her expertise in marking objects. For those who couldn't attend the all-day workshops on marking hosted by CMC over the past two years, this will be a shortened, but heavily hands-on, version. Sally Baulch-Rhoden, Collection Manager at the Texas Memorial Museum, will address concerns in packing objects for storage and teach us to make our own containers when needed. Finally, both speakers will address storage concerns as they relate to the marking and packing methods discussed earlier.

Break-time refreshments are sponsored by the Dublin Dr. Pepper Bottling Company and lunch will be provided on the grounds by the Junior Forum of Nacogdoches. Travel directions and local accommodation information will be mailed to each registrant.

ATTENDANCE IS LIMITED TO THE FIRST 40 REGISTRANTS!

For more information, call Carolyn Spears at 936/468-2408

MAIL REGISTRATION FORM AND CHECK TO:

Carolyn Spears c/o Stone Fort Museum
PO Box 6075, SFASU
Nacogdoches, TX 75962

PLEASE MAKE CHECKS PAYABLE TO: Collection Managers Committee
(Federal ID# 75223189)

Please complete the registration form below for each individual attending:

MARK IT! PACK IT! STORE IT! WORKSHOP

REGISTRATION FEES:

CMC/SETMA members \$20.00 ea

Number attending _____ x _____ = \$ _____

Non-members \$30.00 ea

Number attending _____ x _____ = \$ _____

Total Enclosed \$ _____

Name _____

Institution _____

Address _____

Phone _____ Fax _____ E-mail _____