

Collection Managers Committee

NEWSLETTER

WINTER 1998

from the chair ---

The Environmental Kits are now with the Kit Keepers in each region. Each kit contains an RH/temperature data logger, a UV meter, a light meter, fade cards, sticky tape AND INSTRUMENTS. Why should you care? All these items are expensive to buy individually, but the information they give you to work with is priceless. Your only cost to borrow is shipping (a good excuse to get out of the museum and drive around the region). The good news is that there are many fixes for the problems these instruments expose. Call your regional kit keeper and reserve your two weeks. Look inside the newsletter for contact names.

The TAM Annual Meeting (March 24-27, 1999) is a refresher for museum professionals: learn the latest information on collection care, become excited about museums, and network (commiserate) with other people who love doing what you do...working in museums. If you are new to the Annual Meeting or in need of funding to go, please apply for one of the CMC scholarships. Please fill out the application on page 6 and send all your information by February 15, 1999 to me, Sally Baulch, Texas Memorial Museum, 2400 Trinity, Austin, Texas 78705. If you are new to the TAM community, let us know and we'll introduce you to folks you can call on for advice.

At the past CMC meeting, Gabriela Truly described a possible "Workshop" where a CMC member would host the equivalent of a barn-raising. The member would propose a project that could be done in a day: cleaning the Museum, moving a collection, installing UV film on windows, inventorying, condition reporting...let your imagination fly. CMC members would gather for fellowship and fun and GET THE JOB DONE. Submit your project to Gabriela Truly, Dallas Museum of Art, 1717 North Harwood, Dallas TX 75201 (fax 214.969.5913) and possible meeting times (June 1999, Fall 1999 or January 2000) by February 15th (please sooner).

Three CMC officer positions will be elected in the spring: Vice-Chair (Major duty is to organize workshops), Secretary and Officer-at-Large. Please send nominations to out-going Vice-Chair Gabriela Truly, Dallas Museum of Art, 1717 North Harwood, Dallas TX 75201.

Look for the following CMC sponsored activities at the TAM Annual Meeting:

Wednesday pre-Conference workshop:

*Binding Words: a workshop on beefing up loan forms

Thursday:

*Two session Care and Conservation of Photographs

*Old Loans: Process and Public Relations

*CMC meeting from 5-6 o'clock

Sally Baulch

Review of Previous CMC & TAM Workshops

TAM Conservation Roundtable, Dallas, November 14, 1998 by Kathy Roland, Curator of Collections, Fort Concho, San Angelo

The moderator of the roundtable was Julie A. Reilly of the Gerald R. Ford Conservation Center, Omaha, Nebraska. Speakers were Walt Davis, Director of the Panhandle-Plains Historical Museum, Canyon; Tom Clareson, Preservation Service Manager of AMIGOS, Bibliographic Council, Inc. Dallas; Anne Zanikos, Conservator of Paintings, Sculpture and Wooden Artifacts, San Antonio; and Karen Motylewski, Director and Senior Lecturer, Graduate School of Library and Information Sciences, University of Austin.

The topic of objects conservation was well addressed through the roundtable conversation. Several serious problems concerning museum object conservation were brought up. It was most interesting that many of the professionals attending the roundtable did not know where to find the kind of conservator they need that are available in the Texas area. It was also apparent that the assessment of conditions of the objects in collections is a priority. One solution is to hire a conservator to provide a conservation survey. Of course, a major problem is the lack of funding to provide conservation for museum collections. One answer brought up was to market preservation needs to corporations and museum board members, so that resources can be reallocated towards the preservation of collection objects.

Very useful information was provided by the AMIGOS Bibliographic Council, Inc. For more, write: AMIGOS, 12200 Park Central Drive, Suite 500, Dallas, TX 75251-2104 or call 972.851.8000 or 800.843.8482, fax 972.991.6061, or e-mail: amigos@amigos.org or <http://www.amigos.org>



Speakers from the shipping workshop. From left to right, Inspector Karen Gore, Fish & Wildlife; Barbara Chambless, U.S. Customs; Mr. Greg Posey, Posey Air Custom Broker; Sheryl Nakano, Fortress/Fine Arts Express

Karen Gore and Barbara Chambless with museum objects from the shipping workshop



Crossing the Lines: The Ins and Outs of International, Interstate & Intrastate Shipping

Monday, September 14, 1998 Bush Airport, Houston, Texas

Sponsored by the TAM Collection Managers Committee

What did I learn from this workshop? **Seek Professional Help!** Although the title of the workshop covered the spectrum of shipping, all four speakers concentrated mainly on international shipping. Shipping objects, especially those coming through U.S. Customs, can be a complex task. Barbara Chambless, Import Specialist with U.S. Customs in Houston highlighted many of the regulations that are required under United States law. Her best advice was to allow plenty of lead time, make sure you have an accurate, detailed description and value of the object that is going through customs, ask questions, and have patience. The next speaker was Karen Gore with the U.S. Fish & Wildlife Service. She also gave very detailed information, along with some helpful handouts, on importing animals or objects containing wildlife material. Again, know exactly what you are dealing with and seek out the right professionals to help you through the process.

Custom broker Greg Posey of Posey Air Custom was the first speaker in the afternoon. He explained what services are offered by custom brokers and how they can help the customs process go more smoothly. He again reiterated the need to have detailed information and to work with professionals that have experience in the field. The final speaker of the day was Sheryl Nakano of Fortress/Fine Arts Express. Sheryl discussed security when shipping, things to consider when figuring the cost of a shipment, and the use of couriers. She provided some very helpful handouts. Although I felt that the workshop was geared toward larger institutions I did glean some valuable information. Staff in smaller institutions should contact colleagues that do this on a regular basis and find out businesses and services they would recommend. In the end it is always worth your time to seek professional help!

Building a Policy and Procedure Manual for Your Collection

Monday, November 2, 1998 Museum of East Texas, Lufkin

1998 TAM Workshop co-sponsored by the TAM Collection Managers Committee
and the Southeast Texas Museum Association

The excellent turn-out for this workshop (30+) said to me that the basics never go out of style and there is always a need to emphasize the fundamentals. The morning began with Briget Jones, Director of the Sam Rayburn House in Bonham providing general information of how to set about writing a policy. She warned that there was no cookie cutter policy, but emphasized that the document should reflect the institution. The mission statement is very important and once the policy and its contents were agreed upon it should be approved by the governing body. Policy is why; procedure is how. The next speaker, Jim McCrain, Collections Manager for the Dallas Museum of Natural History, went into greater detail of what needed to be included, especially in the procedures manual. He also noted that no policy or procedure manual is worth anything if it is not followed. The reason policy and procedures are written is to protect the objects so trustees and all levels of staff and volunteers should be familiar with them.

The first speaker of the afternoon, Catherine Hastedt, Curator of the J. Wayne Stark University Center Galleries in College Station gave various technical information on care of collections. Although this seemed more of a sidebar to the topic, she did reaffirm information provided in the environmental monitoring workshop. The big finish was Ellie Caston of the Baylor Museum Studies program who as usual brought us all back to reality with comments on what really happens "out there," a policy and procedures manual notwithstanding. The many varied hand-outs and opportunities to share information made this an excellent workshop that I hope is repeated in other parts of the state.

Valerie C. Bluthardt, Assistant Director/Registrar, San Angelo Museum of Fine Arts

Kit Keepers

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North Texas Museum Association (NTMA)

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Panhandle-Plains Museum Association (PMA)

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Director, Conservation Center
Panhandle-Plains Historical Museum
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Permian Basin Museum Association (PBMA)

Letha Hooper, Collections Manager
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Museum Association of South Texas (MAST)

Kandy Taylor-Hille, Curator
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WORKSHOPS 1998-1999

- January 25, 1999 *Framing & Matting Workshop, San Antonio*
Sponsored by the McNay Art Museum and CMC
- March 24-27, 1999 *TAM Annual Meeting, Fort Worth*
Pre-conference on Wednesday - Binding Words: a workshop on beefing up loan forms
Sessions on Thursday include: Care and Conservation of Photographs and Old Loans: Process and Public Relations
- March 25, 1999 *CMC Annual Meeting, Fort Worth*

1999 CMC Travel Stipend Application Guidelines

The Collection Managers Committee of the Texas Association of Museums (CMC of TAM) is sponsoring an annual meeting travel stipend made possible through the support of CMC by workshop attendees and members. This stipend will assist collection managers in attending the **Texas Association of Museums (TAM) Annual Meeting in Fort Worth, March 24-27, 1999**. The stipend award is not automatic, and may be withheld if there are no qualified applicants.

Applications for this stipend must be current voting members of the CMC, who reside in the United States. (CMC membership information may be obtained from Sally Baulch-Rhoden at 512.471.1604.) Eligible to apply are registrars, associate and assistant registrars, collection managers, and museum staff members whose work is registrarial in nature. Each award winner will receive money to defray the costs associated with attending the TAM annual meeting. In return, each recipient will be required to provide a report on one or two of the TAM sessions for the CMC Newsletter.

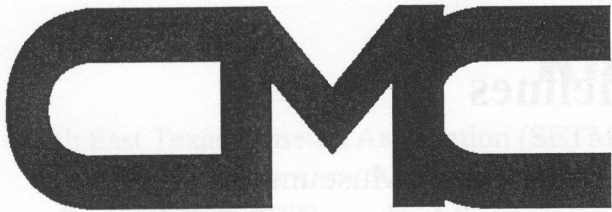
Selection of the stipend recipients will be made by the CMC Board on the basis of the applicants' demonstrated merit and financial need. Demonstrated merit includes, but is not limited to, such activities as participating in professional museum organizations at the state, regional, or national level: presenting sessions at meetings of professional organizations; and publishing articles in professional journals.

To apply for the stipend, complete the form on the reverse and submit along with the following:

1. Cover letter
2. Resume
3. A letter of recommendation from your immediate supervisor.

Applications must be received by **February 15, 1999**. Faxed application materials are acceptable, but be sure to mail original. Send application materials to:

Sally Baulch-Rhoden
Texas Memorial Museum
2400 Trinity, Austin, Texas 78705
Tel: 512.471.1604 Fax: 512.471.4794
e-mail: sbaulch@mail.utexas.edu



**1999 CMC TRAVEL STIPEND
FOR
TAM ANNUAL MEETING
APPLICATION FORM**

Collection Managers Committee

APPLICANT'S NAME _____ TITLE _____

INSTITUTION _____

ADDRESS _____

TELEPHONE NUMBER _____ FAX NUMBER _____

PROFESSIONAL AFFILIATIONS AND ACTIVITIES _____

EXPLANATION OF FINANCIAL NEED

HOW WILL INFORMATION GAINED AT MEETING BE SHARED WITH OTHERS?

PLEASE TYPE FORM. ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

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

CMC Officers 1997-1998

Sally Baulch-Roden, Chair

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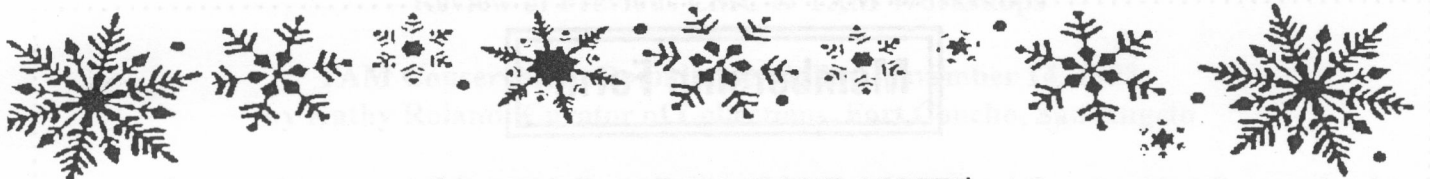
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Kathy Roland, Officer-at-Large

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form and mail it today.

Please complete this CMC Membership

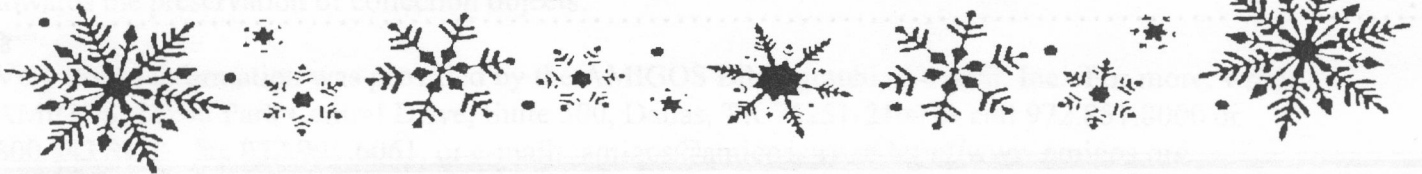
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CMC NEWSLETTER

c/o Fort Concho National Historic Landmark

630 S. Oakes St.

San Angelo, TX 76903-7013

CMC NEWS

is a quarterly publication by the Collection Managers Committee a nonprofit affinity group of the Texas Association of Museums

Kathy Roland, Editor and Evelyn Lemons

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