

# *The Bookshelf*



## *User's Guide*



... A Call to Action ...





DIRECTOR  
INSTITUTE OF MUSEUM AND LIBRARY SERVICES  
WASHINGTON, DC 20036-5802

Dear Colleague:

It is my pleasure to present you with the *Institute of Museum and Library Services Connecting to Collections Bookshelf*.

This set of collections care resources is designed to assist small to mid-sized museums and libraries in caring for their collections, and IMLS is committed to distributing 2,000 copies free of charge as part of the *Connecting to Collections: A Call to Action* initiative.

The IMLS has had many partners in this effort. We are most grateful to the Getty Foundation and the Henry Luce Foundation for their financial support and to Heritage Preservation for its expert role in selecting the contents. Without the help of our cooperating partner, the American Association for State and Local History, which has managed the acquisition and distribution of the Bookshelf, this project simply could not have been realized.

It is my hope that with these resources, institutions across our nation can continue to safeguard our nation's valuable collections. We welcome your comments on the materials.

Sincerely,

Anne-Imelda M. Radice

PRESENTED BY:



IN PARTNERSHIP WITH:



## ***Expert Panel:***

### **Ellen Cunningham-Kruppa,**

Director of the William and Margaret Kilgarlin Center  
for Preservation of the Cultural Record,  
University of Texas, Austin

### **Jeanne Drewes,**

Chief of Binding and Collections Care,  
Library of Congress

### **Catharine Hawks,**

objects conservator, private practice

### **Melissa Marsh Heaver,**

Registrar, Fire Museum of Maryland

### **Wendy Jessup,**

conservator, private practice

### **Dr. Sylvan Kaufman,**

Conservation Curator, Adkins Arboretum

### **Dr. William Langbauer,**

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Pittsburgh Zoo & PPG Aquarium

### **Debra Hess Norris,**

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Associate Dean of Social Sciences and History,  
Winterthur/University of Delaware

### **Brandie Smith,**

Interim Director of Conservation and Science,  
Association of Zoos and Aquariums

### **Daniel J. Stark,**

Executive Director,  
American Public Gardens Association

IMLS is indebted to **Terry Jackson, Bob Beatty,**  
and President/CEO **Terry Davis** at the American  
Association for State and Local History for their excellent  
management of the purchasing and mailing process,  
along with other aspects of support for the Bookshelf.

IMLS is also grateful for the expert aide of **Kristen Laise** and  
**Mary Rogers** at Heritage Preservation and **Christina Olsen**  
at the Getty Foundation for their work on the *User's Guide* and  
*A Guide to Online Resources*.

Inclusion of any particular title is not meant as an endorsement by IMLS.

# User's Guide

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# Introduction

## to The IMLS

### Connection to Collections Bookshelf



*The IMLS Connecting to Collections Bookshelf* is a core component of *Connecting to Collections: A Call to Action*, a conservation initiative launched by the Institute of Museum and Library Services (IMLS) in 2006. The multi-faceted, multi-year initiative shines a nationwide spotlight on the needs of America's collections, especially those held by small to medium-sized libraries and museums, which often lack the human and financial resources necessary to provide optimal care for their collections.

All four components of the initiative are based on the results of the Heritage Health Index (2005), which argued powerfully for improved collections care in the United States. Three of the study's recommendations pertain to collecting institutions: that they provide **safe conditions** for their collections, develop an **emergency plan** to protect their collections, and **assign responsibility** for collections care to a staff person. The fourth calls for individuals at all levels of government and the private sector to **provide support** for efforts to protect our nation's collections.

The *Connecting to Collections* initiative's inaugural event, the National Summit, addressed issues related to the Heritage Health Index recommendations. In June 2007, 200 representatives from small museums and libraries in each state, along with experts and leaders in the field, civic officials, and foundation heads, convened in Washington, D.C. Speakers at this standing-room-only summit shared both inspirational and practical information with attendees.

To bring the National Summit to the rest of the nation, IMLS designed a *National Tour*. Held in four different cities in 2008 and 2009 — Atlanta, Denver, San Diego, and Buffalo — each forum has been created to explore a different theme with national implications.

The third component of *Connecting to Collections* is a new grant program of *Statewide Planning Grants*, awarded to every state, commonwealth, and territory to create collaborative plans that respond to the Heritage Health Index recom-

mendations. These grants, scheduled for announcement on February 1, 2008, and February 2, 2009, complement several collections care and management funding programs already in place at IMLS.

*The IMLS Connecting to Collections Bookshelf* is crucial for the success of the entire initiative, as it is intended as a permanent resource, useful long after the other components have been completed. This resource consists of 22 texts divided into two parts: one contains special selections for living collections, and the other is intended for all other kinds of collections. The Bookshelf also includes *A Guide to Online Resources* organized by topic and containing 266 links; it is posted on the IMLS Website ([www.ims.gov/collections](http://www.ims.gov/collections)).

This *User's Guide to the Bookshelf* includes a description of each of the resources and a series of common questions about collections care, along with references to sections of the Bookshelf for answers. These questions are those that can be answered by the Bookshelf materials rather than questions about collections management in general. The User's Guide is a useful, accessible starting point for your immersion in the Bookshelf's rich content.

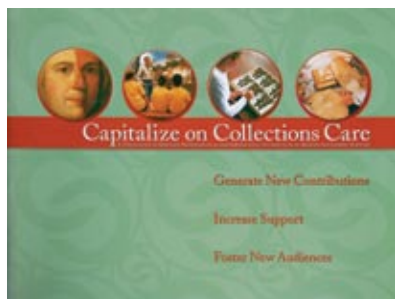


The process of choosing the contents of the Bookshelf was exhaustive. IMLS and Heritage Preservation surveyed some 100 conservation and preservation professionals, who recommended more than 300 resources. IMLS then convened two panels of experts, one for living collections and the other

for the core collections. The panelists narrowed the lists of recommended texts, while emphasizing the most accessible and current resources. IMLS Director Anne-Imelda M. Radice, Ph.D., made the final selections.

The IMLS hopes that you and your colleagues will return again and again to *The IMLS Connecting to Collections Bookshelf*, as you devote the care and attention to your collections necessary to preserve them for generations to come.

# Capitalize on Collections Care



## Use this resource to:

- educate your administrators and board about using collections care to attract new members and means of support.
- learn about how to employ collections care activities to reach new audiences.
- get an overview of fundraising principles and sources.

Collections care can be an engaging and colorful resource for generating contributions, increasing membership, and attracting visitors. *Capitalize on Collections Care* outlines principles and strategies that can help garner support from the private and public sectors. Examples from a variety of collecting institutions show how to raise the visibility of collections care so that fundraising for preservation and conservation can be successful.

*Author:* Heritage Preservation, Inc.

*Publisher:* Heritage Preservation, Inc.

*Date of Publication:* 2007

*Edition Number:* n/a

*Cover:* Soft cover

*Features:* Color photographs; funding case studies; funding resources.

## To Order:

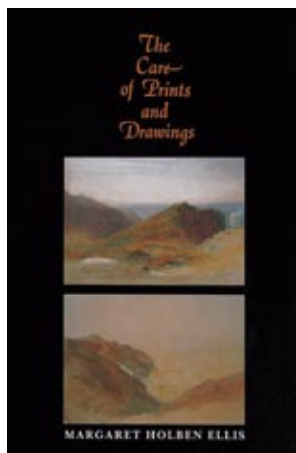
Heritage Preservation

1012 14th St., NW, Suite 1200, Washington, DC 20005, 202-233-0800

[www.heritagepreservation.org](http://www.heritagepreservation.org)



# The Care of Prints and Drawings



## Use this resource to:

- learn about the conservation challenges inherent in works of art on paper.
- find instructions on how to properly mat, hinge, frame, and store parchment and paper artifacts.
- create a list of supplies for basic care of prints and drawings and locate suppliers.

**W**ritten by a leading conservation instructor, *The Care of Prints and Drawings* is a straightforward guide to many issues facing works of art on paper. The chapters review parchment and paper care; various media used in prints and drawings; matting, hinging, and framing; storage and environment; and basic conservation procedures. Each chapter contains suggestions for further reading. The book is written in clear prose and includes step-by-step instructions, photographs, diagrams, and appendices with additional practical tips.

*Author:* Margaret Ellis Holben

*Publisher:* AltaMira Press

*Date of Publication:* 1996

*Edition Number:* n/a

*Cover:* Soft cover

*Features:* Black and white photographs, figures, tables; index; annotated bibliography; suggested readings; supply source list.

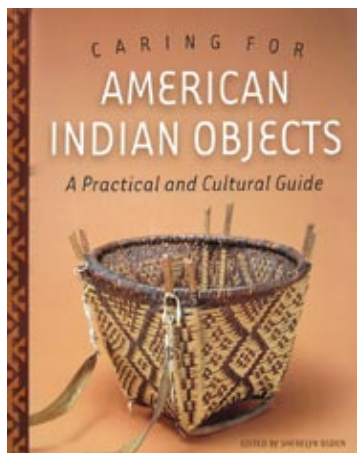
## To Order:

AltaMira Press

4501 Forbes Blvd., Suite 200, Lanham, MD 20706, 800-462-6420

[www.altamirapress.com](http://www.altamirapress.com)

# Caring for American Indian Objects: A Practical and Cultural Guide



## Use this resource to:

- learn how to care for and exhibit culturally sensitive materials.
- help your institution define policies for consulting with American Indian communities.
- gain knowledge of appropriate storage materials and furniture for all types of collections.

**C***aring for American Indian Objects* is a practical guide that offers collection caregivers, conservators, and collectors helpful information on standard museum practice to aid them in making decisions to slow deterioration. Fourteen contributors, both Indian and non-Indian, discuss general aspects of museum care, explain techniques for particular materials, and address important cultural considerations.

*Author:* Sherelyn Ogden, editor

*Publisher:* Minnesota Historical Society Press

*Date of Publication:* 2004

*Edition Number:* n/a

*Cover:* Soft cover

*Features:* Color and black and white photographs, figures, tables; index; bibliography; glossary; list of service organizations.

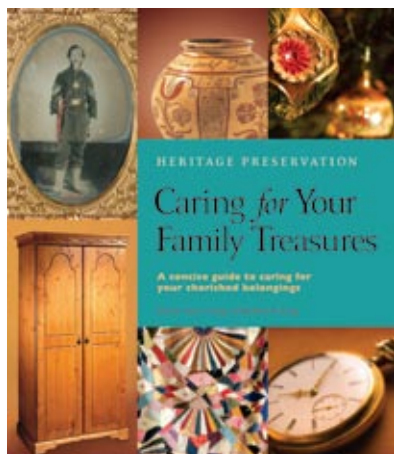
## To Order:

Minnesota Historical Society

345 W. Kellogg Blvd., St. Paul, MN 55102, 800-621-2736

[www.mnhs.org](http://www.mnhs.org)

# Caring for Your Family Treasures



## Use this resource to:

- quickly check that the various types of collections at your institution are being cared for properly.
- engage your board by showing them how to care for their own treasures.
- inform the public through workshops or exhibits about caring for family heirlooms.

**C***aring for Your Family Treasures* is a concise guide to caring for objects of great value, whether sentimental or monetary. Written in collaboration with museum experts, it provides practical advice and clear guidelines on the care and maintenance of objects for daily use, as well as preservation of more fragile objects. Special information boxes and checklists for each category of treasure complement the text. The book also includes tips on locating genealogical information and archival suppliers.

*Author:* Jane S. Long and Richard W. Long

*Publisher:* Heritage Preservation, Inc.

*Date of Publication:* 2000

*Edition Number:* n/a

*Cover:* Soft cover

*Features:* Color photographs, figures; index; glossary.

## To Order:

Heritage Preservation

1012 14th St., NW, Suite 1200, Washington, DC 20005, 202-233-0800

[www.heritagepreservation.org](http://www.heritagepreservation.org)

# Connecting to Collections: A Guide to Online Resources



## **Use this resource to:**

- lead you to the most current and reputable collections care information.
- serve as a starting point for your collections care research on the Web.
- supplement information provided in the physical resources on the Bookshelf.

**C**onnecting to Collections: A Guide to Online Resources is the digital companion to the *Connecting to Collections Bookshelf* and is on the Institute of Museum and Library Services Website at [www.ims.gov/collections](http://www.ims.gov/collections). The Guide contains links to the most-trusted collections care resources on the Web. Links are organized to address general collections management, the collections environment, specific types of materials (including living collections), emergencies, funding and promoting collections care, collections care ethics, and opportunities for collections care training.

**Author:** Heritage Preservation and the Institute of Museum and Library Services

**Publisher:** Institute of Museum and Library Services

**Date of Publication:** 2007

**Edition Number:** n/a

**Cover:** n/a

**Features:** Website.

## **To Order:**

Online only at [www.ims.gov/collections](http://www.ims.gov/collections)

# Emergency Response and Salvage Wheel



## Use this resource to:

- protect precious collections and significant records.
- find reliable information instantly.
- save damaged objects in the aftermath of an emergency.

**T**he *Emergency Response and Salvage Wheel* is a well-respected cultural heritage protection tool that outlines critical stages of disaster response, such as stabilizing the environment and assessing damage. This slide-chart also provides practical salvage tips for nine types of collections: books and paper, electronic records, textiles, furniture, ceramics/stone/metal, organic materials, natural history specimens, framed artworks, and photographs. For quick reference, attach the Wheel to a storage unit or filing cabinet using the magnets on its handle.

*Author:* Heritage Preservation, Inc.

*Publisher:* Heritage Preservation, Inc.

*Date of Publication:* 2005

*Edition Number:* n/a

*Cover:* n/a

*Features:* Glossary.

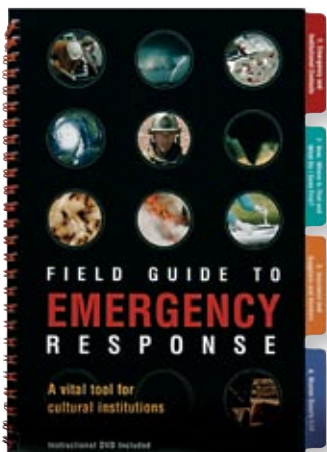
## To Order:

Heritage Preservation

1012 14th St., NW, Suite 1200, Washington, DC 20005, 202-233-0800

[www.heritagepreservation.org](http://www.heritagepreservation.org)

# Field Guide to Emergency Response



## *Use this resource to:*

- respond to a collections emergency.
- train volunteers.
- review salvage techniques.

**T**he *Field Guide to Emergency Response* is useful to staff at any cultural institution in planning for and responding to emergencies, especially those involving collections. The spiral-bound book describes phases of response, duties of response team members, and basic salvage techniques for common problems resulting from a disaster (such as water, mold, mud, and corrosion). A DVD (located in the book's back pocket) with over one hour of content provides advice from professionals about salvage operations, demonstrates salvage techniques, and is handy in conducting training for staff or recovery volunteers. Tabbed forms provide space to note key emergency contacts, utility shut-off locations, salvage priorities, insurance information, and recovery supply needs.

*Author:* Heritage Preservation, Inc.

*Publisher:* Heritage Preservation, Inc.

*Date of Publication:* 2006

*Edition Number:* n/a

*Cover:* Spiral-bound soft cover

*Features:* DVD; bibliography; tabbed forms, worksheets.

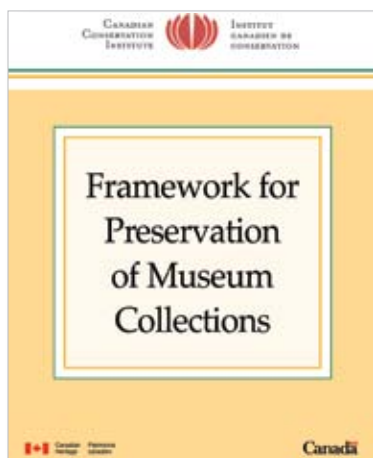
## **To Order:**

Heritage Preservation

1012 14th St., NW, Suite 1200, Washington, DC 20005, 202-233-0800

[www.heritagepreservation.org](http://www.heritagepreservation.org)

# Framework for Preservation of Museum Collections



## *Use this resource to:*

- *gain a better understanding of agents that can damage your collection.*
- *learn how to avoid, block, detect, respond to, and treat damage from those agents.*
- *prepare policies and procedures to deal with collection preservation.*

**A**pplicable to any type of cultural institution, not only museums, the *Framework for Preservation of Museum Collections* outlines various methods that can be used to avoid or control potential deterioration of museum and library objects. In an easy-to-use matrix wall chart format, rows list nine agents of deterioration (direct physical forces; thieves, vandals, displacers; fire; water; pests; contaminants; radiation; incorrect temperature; and incorrect relative humidity), while the columns present three different levels (storage, display, and transit) at which the agents of deterioration can be controlled within the building environment. The procedures column suggests actions that can be taken and policies that should be established to minimize the potential damage to a collection.

*Author:* Canadian Conservation Institute

*Publisher:* Canadian Heritage

*Date of Publication:* 2004

*Edition Number:* n/a

*Cover:* n/a

*Features:* Table.

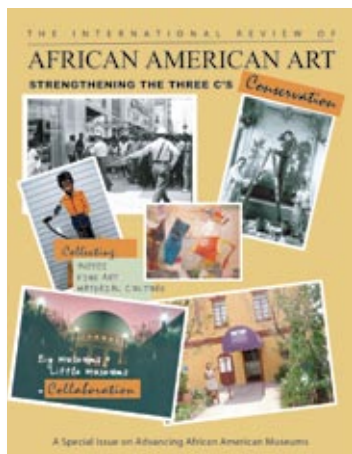
**To Order:** (available in English/French or English/Spanish)

Canadian Conservation Institute

1030 Innes Rd., Ottawa, ON K1A 0M5 Canada, 866-998-3721

[www.cci-icc.gc.ca](http://www.cci-icc.gc.ca)

# International Review of African American Art



## Use this resource to:

- learn about current issues facing African American collecting institutions.
- brainstorm creative ways to partner with other institutions.
- gain knowledge of simple preventive conservation methods.

**T**his special issue of the *International Review of African American Art*, “Strengthening the Three C’s,” published by the Hampton University Museum, is dedicated to addressing collections and conservation issues related to diverse collections. Numerous articles by leaders in the African American museum and library communities provide insight into the evolution of African American cultural interpretation, achieving accreditation, creative collaborations, collections care, and other special topics. This special issue was funded by a grant from the IMLS.

*Author:* Hampton University Museum

*Publisher:* Hampton University Museum

*Date of Publication:* 2007

*Edition Number:* vol. 21, no. 4

*Cover:* Soft cover (periodical)

*Features:* Color photographs.

## To Order:

Hampton University Museum

Hampton University, Hampton, VA 23668, 757-727-5308

[www.hamptonu.edu/museum/publication.htm](http://www.hamptonu.edu/museum/publication.htm)



# IPI Media Storage Quick Reference



## Use this resource to:

- discover how the current storage conditions of your media collections may be hastening their decay.
- quickly locate proper relative humidity and temperature levels for photograph and moving image collections.
- plan for creating an optimum storage area, such as cold or frozen storage.

**A** two-part publication, the *IPI Media Storage Quick Reference* explains how to provide long-term, preservation-quality storage for diverse media collections. It reviews key preservation challenges for still and motion picture film, glass plate negatives, magnetic tape, photographic paper prints, inkjet prints, CDs, and DVDs, emphasizing how the storage environment affects them both individually and when housed together. The spiral-bound booklet's text, diagrams, and tables present the information in an easily accessible format. A wheel, located in the back pocket of the booklet, summarizes each medium's film support and life expectancy, preservation issues, and recommendations for the temperature and relative humidity of storage environments.

*Author:* Peter Z. Adelstein

*Publisher:* Image Permanence Institute

*Date of Publication:* 2004

*Edition Number:* n/a

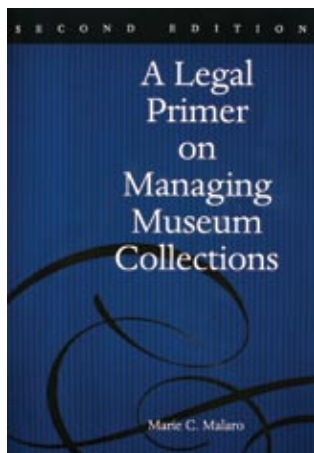
*Cover:* Spiral-bound soft cover

*Features:* Wheel slide-chart; color figures and tables; bibliography; glossary.

## To Order:

Image Permanence Institute, Rochester Institute of Technology  
70 Lomb Memorial Dr., Rochester, NY 14623, 585-475-5199  
[www.imagepermanenceinstitute.org](http://www.imagepermanenceinstitute.org)

# *A Legal Primer on Managing Museum Collections, Second Edition*



## **Use this resource to:**

- *check that institutional policies and procedures have included legal and ethical considerations.*
- *determine whether your institution needs to seek legal counsel on a particular issue.*
- *guide your board or governing body when considering new projects.*

**A**lthough *A Legal Primer on Managing Museum Collections* focuses on the fiduciary responsibility of museums, it is an essential resource for all collections care professionals. The text provides an overview of collections management policies, proper methods of accessioning and deaccessioning collections items, loan procedures, gifts, appraisals and authentications, collections care responsibilities, how to handle thefts, insurance, copyright, visitor access, and safety issues. Within each topic, legal issues, relevant cases, and court decisions are discussed. The book also provides outlines, checklists, model documents, and appendices of legal codes.

*Author:* Marie C. Malaro

*Publisher:* Smithsonian Institution Press

*Date of Publication:* 1998

*Edition Number:* Second edition

*Cover:* Soft cover

*Features:* Sample forms, legal documents, and extensive footnotes.

## **To Order:**

HarperCollins

800-242-7737

# Museum Handbook, Part I: Museum Collections



## Use this resource to:

- get specific information about caring for certain types of objects.
- help your institution develop or update plans for emergencies, pests, or housekeeping.
- learn of ways to protect the health and safety of collections staff.

**T**he definitive collections care resource for the entire National Park Service system, Part I of the *Museum Handbook* focuses on standards and procedures of preventive care for museum collections that are applicable to all collecting institutions. Chapters provide meticulous details about preservation and conservation of a wide array of object types; emergency planning; handling and shipping objects; integrated pest management; security and fire protection; storage buildings, equipment, and techniques; and staff health and safety.

*Author:* Museum Management Program

*Publisher:* National Park Service

*Date of Publication:* 1990-2005

*Edition Number:* n/a

*Cover:* D-ring binder

*Features:* Black and white photographs, figures, tables; bibliographies; list of service organizations; form and checklist templates.

## To Order:

You may download the publication free of charge from the National Park Service Museum Management Program website at [www.nps.gov/history/museum/publications/index.htm](http://www.nps.gov/history/museum/publications/index.htm)

# *The National Trust Manual of Housekeeping*



## *Use this resource to:*

- *learn how to balance the care and display of historic objects while providing public access.*
- *plan a housekeeping training program for staff and volunteers.*
- *quickly locate handling and preventive conservation techniques for virtually all types of collections.*

**T**his comprehensive manual gives practical guidance on the care and maintenance of historic interiors and objects. It outlines the agents of deterioration and issues specific to architectural and decorative elements. With chapters authored by experienced conservators, it also provides advice on the full range of collections that may be located on a historic property, from costumes and clocks to books and outdoor stone sculpture. The book reviews preventive conservation measures in storage, exhibits, special events, and other historic house functions.

*Author:* The National Trust

*Publisher:* Elsevier Butterworth-Heinemann

*Date of Publication:* 2006

*Edition Number:* n/a

*Cover:* Hardbound

*Features:* Color and black and white photographs, figures, tables; index; extensive bibliography; suggested readings; list of service organizations.

## **To Order:**

Elsevier Science and Technology Books  
11830 Westline Industrial Dr., St. Louis, MO 63146  
314-453-4683

# *The Nature of Conservation: A Race Against Time*



## *Use this resource to:*

- *find out what skills and services a conservator might bring to your institution.*
- *introduce staff or governing boards to terminology and philosophy of the conservation profession.*
- *inform exhibit text, press materials, presentations, or public programming that includes a discussion of conservation.*

**T**his seminal book was first published in 1986 to present the philosophy and ethics of conservation to the public. As a primer about the training and responsibilities of a conservator, the role of science in conservation, and the ethical dilemmas conservators must face, it continues to be useful today. It features examples and illustrations of various types of artifacts in need of or undergoing conservation treatment.

*Author:* Philip Ward

*Publisher:* The Getty Conservation Institute

*Date of Publication:* 1986

*Edition Number:* n/a

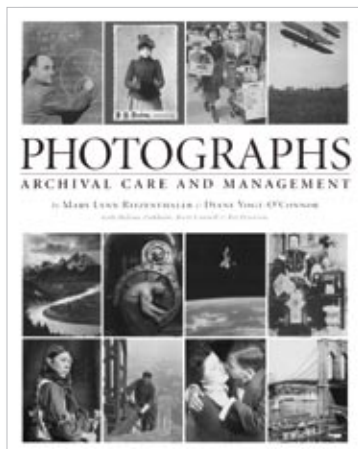
*Cover:* Soft cover

*Features:* Color photographs.

## *To Order:*

Reprinted specifically for the Bookshelf. Unavailable for purchase.

# Photographs: Archival Care and Management



## *Use this resource to:*

- *integrate the preservation and research needs of your photographs.*
- *develop an effective digitization program.*
- *inspire new methods of public outreach and fundraising.*

**P**hotographs: *Archival Care and Management* provides collections care staff with easy-to-implement and comprehensive guidance on the care of all types of photographs. This resource covers topics including process history, research, and photo identification; appraisal and acquisitions; accessioning and arrangement; cataloging and preservation; legal and ethical issues; and copying and digitizing. Appendices provide guidance on supplies and equipment, workspace design, sources of assistance, learning resources, and sensitive photographs and access issues.

*Author:* Mary Lynn Ritzenthaler and Diane Vogt-O'Connor

*Publisher:* Society of American Archivists

*Date of Publication:* 2006

*Edition Number:* n/a

*Cover:* Hardbound

*Features:* Color and black and white photographs, figures, tables; index; extensive bibliography; glossary; lists of suppliers and service organizations.

## **To Order:**

Society of American Archivists

527 S. Wells St., Chicago, IL 60607, 312-922-0140

[www.archivists.org](http://www.archivists.org)

# Preservation Management for Libraries, Archives and Museums



## *Use this resource to:*

- *get an overview of contemporary preservation issues.*
- *review the preservation of new media.*
- *introduce preservation-led decision-making into institutional management.*

**P**reservation Management for Libraries, Archives and Museums discusses managing preservation in today's information age. Concise and readable essays, written by cutting-edge preservation practitioners, provide the latest research and guidance on key issues such as policy and planning, preserving intangible heritage, indigenous property rights, and collections accessibility. They also tackle contemporary issues facing collecting institutions, from preserving cultural heritage in times of conflict to collecting and preserving digital artifacts. This resource is helpful as both a philosophical overview of preservation and a practical guide featuring case studies. The book concludes with the editors' summation of the future of collections management and what new approaches will be necessary to address it.

*Author:* G. E. Gorman and Sydney J. Shep, editors

*Publisher:* Facet Publishing

*Date of Publication:* 2006

*Edition Number:* n/a

*Cover:* Hardbound

*Features:* Index; references at the end of each chapter.

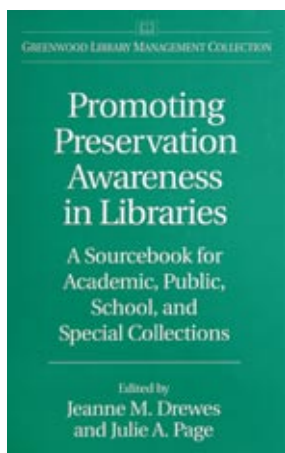
## **To Order:**

Facet Publishing

7 Ridgemoor Street, London, UK WC1E 7AE

[www.facetpublishing.co.uk](http://www.facetpublishing.co.uk)

# Promoting Preservation Awareness in Libraries



## Use this resource to:

- learn of ways institutions are educating visitors and patrons about the preservation needs of their collections.
- design a successful preservation education program at your institution.
- see promotional materials in use around the country.

**W**hile this resource focuses on preservation awareness in libraries, it provides tips and advice that are practical for any collecting institution. *Promoting Preservation Awareness in Libraries* explains how to create, implement, and evaluate formal and informal preservation education programs in school, public, academic, and special collections. Chapters are written by contributors from a wide range of positions in librarianship and academia. Building on the assumption that most misuse is caused by a misunderstanding or a lack of understanding, much attention is given to reaching all types of patrons and changing attitudes.

*Author:* Jeanne M. Drewes and Julie A. Page, editors

*Publisher:* Greenwood Press

*Date of Publication:* 1997

*Edition Number:* n/a

*Cover:* Hardbound

*Features:* Black and white photographs, figures, tables; index; annotated bibliographies; videography.

## To Order:

Greenwood Press

800-225-5800

[www.greenwood.com](http://www.greenwood.com)



# Building a Future for Wildlife: The World Zoo and Aquarium Conservation Strategy



## *Use this resource to:*

- *help you articulate your institution's conservation goals to a general audience.*
- *prepare a plan for how your conservation activities fit into the world strategy.*
- *ensure that your institution is complying with the best practices for zoo and aquarium administration.*

**T**he *World Zoo and Aquarium Conservation Strategy* provides a common philosophy for zoos and aquariums worldwide and defines standards and policies for achieving conservation goals. Chapters addressing conservation integration, wild populations, science and research, population management, education and training, communication, partnerships and politics, sustainability, and ethics and animal welfare provide a clearly defined vision for institutional conservation activities and recommendations for how to realize that vision.

*Author:* World Association of Zoos and Aquariums

*Publisher:* World Association of Zoos and Aquariums Executive Office

*Date of Publication:* 2005

*Edition Number:* n/a

*Cover:* Soft cover

*Features:* Black and white photographs and figures; chapter summaries; glossary; list of service organizations.

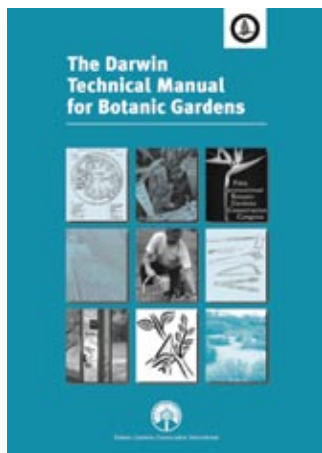
## **To Order:**

World Association of Zoos and Aquariums Executive Office

PO Box 23, Liebefeld, Switzerland

[www.waza.org](http://www.waza.org)

# *The Darwin Technical Manual for Botanic Gardens*



## *Use this resource to:*

- *help you develop your basic planning documents.*
- *learn about necessary equipment and materials for maintaining your collection.*
- *provide ideas for training staff and volunteers on collection maintenance.*

**T**he *Darwin Technical Manual for Botanic Gardens* is a clear and concise handbook for the management of botanic gardens that brings together current knowledge and practices to help botanic garden staff make informed decisions. Addressing major aspects of botanic garden administration, including collections policy and management, equipment and facilities, master site planning, and funding, chapters provide concrete advice and practical case studies from around the world, understandable to staff at all levels of experience.

*Author:* Etelka Leadley and Jane Greene, editors

*Publisher:* Botanic Gardens Conservation International

*Date of Publication:* 1998

*Edition Number:* n/a

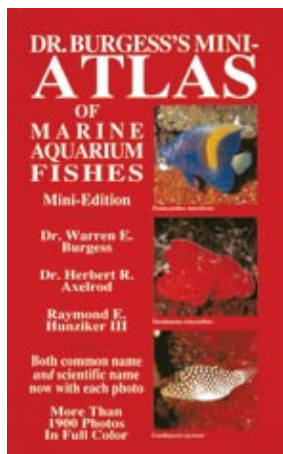
*Cover:* Spiral-bound soft cover

*Features:* Black and white photographs, figures, tables; case studies; chapter summaries; bibliography.

## **To Order:**

Botanic Gardens Conservation International  
199 Kew Rd., Richmond, Surrey, UK TW9 3BW  
[www.bgci.org](http://www.bgci.org)

# Dr. Burgess's Mini-Atlas of Marine Aquarium Fishes, Second Edition



## Use this resource to:

- determine what types of fish to include in your aquarium.
- diagnose and treat diseases and parasites.
- establish a schedule for maintenance of the tank.

A guide to identifying and caring for fish, *Dr. Burgess's Mini-Atlas of Marine Aquarium Fishes* contains over 1,900 full-color photos of the most popular marine fishes, indexed by both scientific and popular names, and a symbol-based description of their characteristics. A setup and maintenance section explains the details of a marine aquarium, including equipment, filtration, water chemistry, feeding, handling, diseases, and breeding.

*Author:* Dr. Warren E. Burgess, Dr. Herbert Axelrod, and Raymond E. Hunziker III

*Publisher:* T. F. H. Publications, Inc.

*Date of Publication:* 1997

*Edition Number:* Second edition

*Cover:* Hardbound

*Features:* Color photographs and figures; scientific and common name indices.

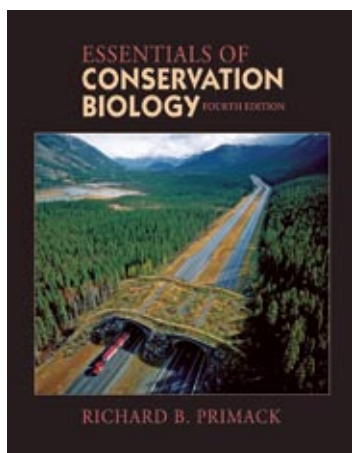
## To Order:

T. F. H. Publications

PO Box 427, Neptune, NJ 07754, 732-776-8763

[www.tfhpublications.com](http://www.tfhpublications.com)

# Essentials of Conservation Biology, Fourth Edition



## *Use this resource to:*

- *be informed of current environmental concerns facing living collections.*
- *learn how to involve stakeholders in the care of living collections.*
- *direct more in-depth reading on topics discussed.*

**E**ssentials of Conservation Biology combines theory and basic research to explain the connections between conservation biology and environmental economics, education, ethics, law, and the social sciences in clear, non-technical language. Case studies highlight species and issues of particular significance. A major theme throughout the book is the active role that scientists, the general public, conservation organizations, and governments can play in protecting biological diversity, even while providing for human needs.

*Author:* Richard B. Primack

*Publisher:* Sinauer Associates, Inc.

*Date of Publication:* 2006

*Edition Number:* Fourth edition

*Cover:* Hardbound

*Features:* Black and white photographs, figures, tables; index; extensive bibliography; chapter summaries, discussion questions, and suggested readings; glossary; list of service organizations; conservation challenges case studies.

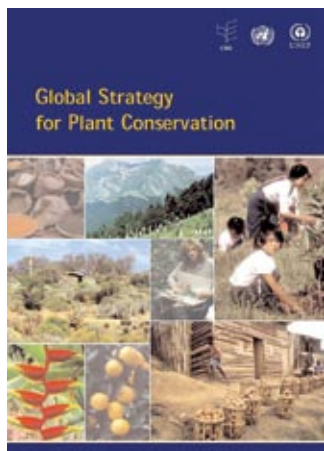
## **To Order:**

Sinauer Associates, Inc.

23 Plumtree Road, Sunderland, MA 01375, 413-549-4300

[www.sinauer.com](http://www.sinauer.com)

# Global Strategy for Plant Conservation



## *Use this resource to:*

- *outline your institutional plan to contribute to the conservation of plant diversity.*
- *inform administrators and board members about the global goals for plant conservation.*
- *explain to your visitors and stakeholders the reasoning behind your conservation activities.*

**T**he *Global Strategy for Plant Conservation* serves botanical gardens and arboreta as a framework for conservation action at global, regional, national, and local levels. It provides 16 outcome-oriented targets that are intended to promote the achievement of a series of plant conservation goals by the year 2010. The goals encompass documenting, conserving, and using plant diversity.

*Author:* Secretariat of the Convention on Biological Diversity

*Publisher:* Secretariat of the Convention on Biological Diversity

*Date of Publication:* 2002

*Edition Number:* n/a

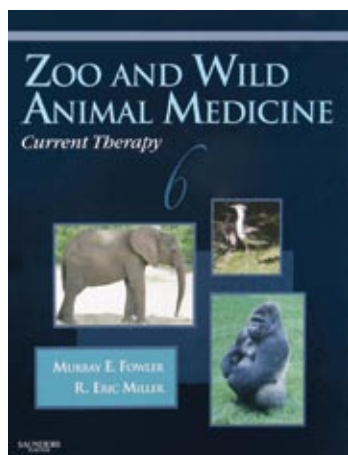
*Cover:* Soft cover

*Features:* n/a

## **To Order:**

Botanic Gardens Conservation International  
199 Kew Rd., Richmond, Surrey, UK TW9 3BW  
[www.bgci.org](http://www.bgci.org)

# ***Zoo and Wild Animal Medicine Current Therapy, Sixth Edition***



## ***Use this resource to:***

- *understand the range of veterinary care that animals in your collection require.*
- *inform your research for interpretive programs.*
- *determine the potential for zoonotic diseases at your institution.*

**A**n essential resource for animal caretakers, *Zoo and Wild Animal Medicine Current Therapy* addresses the special challenges posed by individual and herd medical management, newly emerging diseases in diverse wild animal populations, the effect of habitat loss and destruction on wildlife species, and the utilization of zoo animals in the detection of potential zoonoses.

*Author:* Murray E. Fowler and R. Eric Miller

*Publisher:* Elsevier Saunders

*Date of Publication:* 2008

*Edition Number:* Sixth edition

*Cover:* Hardbound

*Features:* Black and white photographs, figures, tables; index; chapter references.

## ***To Order:***

Elsevier

1600 John F. Kennedy Blvd., Suite 1800, Philadelphia, PA 19103, 215-239-3900

<http://us.elsevierhealth.com>

# Using the Bookshelf to Find Answers

## to Common Collections Care Questions

1

*What information can we share with our governing body to show them how important collections care is?*

### LEGAL RESPONSIBILITY

- ***A Legal Primer on Managing Museum Collections***

Chapter I: What is a Museum? What is Required of Its Board Members?

Chapter II: Museums Are Accountable to Whom?

### USING COLLECTIONS CARE TO ATTRACT VISITORS AND FUNDING

- ***Capitalize on Collections Care***

- ***Connecting to Collections: A Guide to Online Resources***

Increase Support for Collections Care

Learn More about Collections Care

- ***The National Trust Manual of Housekeeping***

Chapter 65: Interpreting conservation

### STANDARDS IN COLLECTIONS CARE

- ***Building a Future for Wildlife***

- ***Caring for American Indian Objects***

Forward

- ***Caring for Your Family Treasures***

- ***Connecting to Collections: A Guide to Online Resources***

Learn More about Collections Care, Philosophy and Ethics of Collections Care

- ***Essentials of Conservation Biology***

Part I: Major Issues That Define the Discipline

Part II: Valuing Biodiversity

- ***Global Strategy for Plant Conservation***

- ***International Review of African American Art***

- ***A Legal Primer on Managing Museum Collections***

Chapter XIV: Care of Collections

- ***National Park Service Museum Handbook***

Appendix D: Code of Ethics for Curators, Archivists, and Conservators

- ***The National Trust Manual of Housekeeping***  
Chapter 3: History of housekeeping  
Chapter 4: Conservation: principles, practice and ethics
- ***The Nature of Conservation***

2

## ***Where can we find information on raising funds for collections care?***

- ***Building a Future for Wildlife***  
2.7: Funding base
- ***Capitalize on Collections Care***
- ***Connecting to Collections: A Guide to Online Resources***  
Increase Support for Collections Care, Funding for Collections Care
- ***The Darwin Technical Manual for Botanic Gardens***  
Chapter 10: Networks and support, Section 2: Support groups for the individual institution  
Chapter 11: Funding the botanic garden
- ***International Review of African American Art***  
"Strategic Collaborations"  
"Conceiving Consortia"
- ***National Park Service Museum Handbook***  
Chapter 12: Curatorial Funding, Staffing, and Reporting
- ***The National Trust Manual of Housekeeping***  
Chapter 63: Events: planning and protection
- ***Photographs: Archival Care and Management***  
Chapter 13: Outreach: Public Programs, Public Relations, and Fund-Raising  
Appendix III: Funding Sources

3

## ***What kind of plan do we need for the care and preservation of our collections?***

- ***Connecting to Collections: A Guide to Online Resources***  
Manage a Collection
- ***The Darwin Technical Manual for Botanic Gardens***  
Chapter 1: Planning and management techniques  
Chapter 3: Collections policy – guidelines to manage collection
- ***Framework for Preservation of Museum Collections***  
Procedures column
- ***International Review of African American Art***  
"Redefining the Collecting Mission"
- ***A Legal Primer on Managing Museum Collections***  
Chapter XIV: Care of Collections, Section E: Disaster Planning



- **National Park Service Museum Handbook**  
Chapter 2: Scope of Museum Collections  
Chapter 3: Museum Objects Preservation: Getting Started
- **Photographs: Archival Care and Management**  
Chapter 7: Preservation, Implementing a Preservation Program
- **Preservation Management for Libraries, Archives and Museums**  
Chapter 2: Preservation policy and planning

4

*It seems like there is just so much to be done. How can I prioritize the needs of our collections?*

- **Connecting to Collections: A Guide to Online Resources**  
Manage a Collection
- **National Park Service Museum Handbook**  
Chapter 3: Museum Objects Preservation: Getting Started, Section D: The Collection Condition Survey  
Chapter 8: Conservation Treatment, Section B: Factors to Consider Before Conservation Treatment
- **Photographs: Archival Care and Management**  
Chapter 8: Integrating Preservation and Archival Procedures
- **Preservation Management for Libraries, Archives and Museums**  
Chapter 2: Preservation policy and planning

5

*How can I find information on how to care for specific types of collections?*

## ARCHAEOLOGICAL

- **National Park Service Museum Handbook**  
Appendix I: Curatorial Care of Archeological Objects
- **The National Trust Manual of Housekeeping**  
Chapter 49: Archaeological collections

## AUDIO-VISUAL MATERIALS

- **Caring for American Indian Objects**  
Chapter 26: Audiotapes and Videotapes
- **Caring for Your Family Treasures**  
Home Movies: Film and Videotape
- **Connecting to Collections: A Guide to Online Resources**  
Care for Collections, Audio-Visual Materials
- **IPI Media Storage Quick Reference**
- **Preservation Management for Libraries, Archives and Museums**  
Chapter 7: Preservation of audiovisual media: traditional to interactive formats

## BOOKS

- ***Caring for Your Family Treasures***  
Books  
Scrapbooks and Albums
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Books
- ***Emergency Response and Salvage Wheel***
- ***The National Trust Manual of Housekeeping***  
Chapter 42: Books

## CERAMICS, GLASS, AND STONE

- ***Caring for American Indian Objects***  
Chapter 17: Glass Beads  
Chapter 21: Ceramics  
Chapter 22: Stone
- ***Caring for Your Family Treasures***  
Ceramics and Glass
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Ceramics and Glass
- ***Emergency Response and Salvage Wheel***
- ***National Park Service Museum Handbook***  
Appendix P: Curatorial Care of Ceramic, Glass, and Stone Objects
- ***The National Trust Manual of Housekeeping***  
Chapter 14: Mosaics and decorative tiles  
Chapter 24: Stone, plaster and terracotta  
Chapter 25: Ceramics  
Chapter 26: Glass

## DIGITAL MATERIALS

- ***Caring for Your Family Treasures***  
Digital Information
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Digital Materials
- ***Emergency Response and Salvage Wheel***
- ***Preservation Management for Libraries, Archives and Museums***  
Chapter 8: Challenges of managing the digitally born artefact

## LIVING ANIMALS

- ***Building a Future for Wildlife***
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Living Animals
- ***Dr. Burgess's Mini-Atlas of Marine Aquarium Fishes***

- ***Essentials of Conservation Biology***
- ***Zoo and Wild Animal Medicine Current Therapy***

## **LIVING PLANTS**

- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Living Plants
- ***The Darwin Technical Manual for Botanic Gardens***
- ***Essentials of Conservation Biology***
- ***Global Strategy for Plant Conservation***

## **METAL**

- ***Caring for American Indian Objects***  
Chapter 19: Metals and Alloys
- ***Caring for Your Family Treasures***  
Silver, Other Decorative Metals, and Jewelry  
Musical Instruments  
Military Mementos
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Metal
- ***National Park Service Museum Handbook***  
Appendix O: Curatorial Care of Metal Objects
- ***The National Trust Manual of Housekeeping***  
Chapter 22: Metalwork  
Chapter 23: Decorative light fittings  
Chapter 27: Metals  
Chapter 28: Arms and armour  
Chapter 29: Clocks and watches  
Chapter 30: Scientific instruments  
Chapter 31: Musical instruments  
Chapter 53: Outdoor metals  
Chapter 55: Vehicles

## **NATURAL SCIENCE**

- ***Caring for Your Family Treasures***  
Treasures of Nature
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Natural Science Specimens
- ***National Park Service Museum Handbook***  
Appendix Q: Curatorial Care of Natural History Collections  
Appendix T: Curatorial Care of Biological Collections  
Appendix U: Curatorial Care of Paleontological and Geological Collections

- ***The National Trust Manual of Housekeeping***

Chapter 47: Natural history collections

## ORGANIC MATERIALS

- ***Caring for American Indian Objects***

Chapter 13: Skin and Skin Products

Chapter 14: Quills, Horn, Hair, Feathers, Claws, and Baleen

Chapter 15: Shell

Chapter 16: Bone, Antler, Ivory, and Teeth

Chapter 25: Plant Materials

- ***Caring for Your Family Treasures***

Treasures of Nature

- ***Emergency Response and Salvage Wheel***

- ***National Park Service Museum Handbook***

Appendix S: Curatorial Care of Objects Made from Leather and Skin Products

- ***The National Trust Manual of Housekeeping***

Chapter 35: Leather

Chapter 48: World culture collections

## PAINTINGS

- ***Caring for American Indian Objects***

Chapter 27: Framed Items

- ***Caring for Your Family Treasures***

Paintings

- ***Connecting to Collections: A Guide to Online Resources***

Care for Collections, Paintings

- ***Emergency Response and Salvage Wheel***

- ***National Park Service Museum Handbook***

Appendix L: Curatorial Care of Paintings

- ***The National Trust Manual of Housekeeping***

Chapter 16: Painted interiors: wall paintings and painted decoration

Chapter 44: Paintings

Chapter 45: Portrait miniatures

## PAPER AND EPHEMERA

- ***The Care of Prints and Drawings***

- ***Caring for American Indian Objects***

Chapter 24: Paper

- ***Caring for Your Family Treasures***

Family Treasures on Paper

Scrapbooks and Albums

- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Paper and Ephemera
- ***Emergency Response and Salvage Wheel***
- ***National Park Service Museum Handbook***  
Appendix J: Curatorial Care of Paper Objects
- ***The National Trust Manual of Housekeeping***  
Chapter 17: Wallpaper  
Chapter 40: Paper  
Chapter 41: Glazed framed paper and other materials

## PHOTOGRAPHS

- ***Caring for Your Family Treasures***  
Scrapbooks and Albums  
Photographic Prints and Transparencies
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Photographs
- ***Emergency Response and Salvage Wheel***
- ***IPI Media Storage Quick Reference***
- ***National Park Service Museum Handbook***  
Appendix M: Management of Cellulose Nitrate and Cellulose Ester Film  
Appendix R: Curatorial Care of Photographic Collections
- ***The National Trust Manual of Housekeeping***  
Chapter 43: Photographs
- ***Photographs: Archival Care and Management***

## PLASTICS

- ***Caring for American Indian Objects***  
Chapter 23: Plastics and Modern Materials
- ***Caring for Your Family Treasures***  
Little Friends: Dolls, Teddy Bears, and Toy Soldiers
- ***The National Trust Manual of Housekeeping***  
Chapter 50: Plastics

## TEXTILES

- ***Caring for American Indian Objects***  
Chapter 18: Textiles
- ***Caring for Your Family Treasures***  
Fabrics  
Little Friends: Dolls, Teddy Bears, and Toy Soldiers
- ***Connecting to Collections: A Guide to Online Resources***  
Care for Collections, Textiles

- **Emergency Response and Salvage Wheel**
- **National Park Service Museum Handbook**  
Appendix K: Curatorial Care of Textile Objects
- **The National Trust Manual of Housekeeping**  
Chapter 20: Floor coverings  
Chapter 36: Textiles  
Chapter 37: Tapestries, carpets and rugs  
Chapter 38: Linens and whitework  
Chapter 39: Costume and accessories

## WOOD

- **Caring for American Indian Objects**  
Chapter 20: Wood and Birch Bark
- **Caring for Your Family Treasures**  
Furniture and Musical Instruments
- **Connecting to Collections: A Guide to Online Resources**  
Care for Collections, Wood
- **Emergency Response and Salvage Wheel**
- **National Park Service Museum Handbook**  
Appendix N: Curatorial Care of Wooden Objects
- **The National Trust Manual of Housekeeping**  
Chapter 18: Woodwork  
Chapter 19: Floors  
Chapter 29: Clocks and watches  
Chapter 31: Musical instruments  
Chapter 32: Furniture  
Chapter 33: Gilded and painted wood  
Chapter 34: Lacquer and japanning  
Chapter 46: Polychrome sculpture  
Chapter 48: World culture collections  
Chapter 54: Outdoor wood  
Chapter 55: Vehicles

6

***It is our responsibility to prevent damage to the collection. What routine steps can we take to monitor and combat the agents of deterioration: temperature fluctuations, relative humidity fluctuations, excessive light, pests, air quality, and handling?***

- **The Care of Prints and Drawings**  
Chapter 4: Storage and Environment

- ***Caring for American Indian Objects***  
Chapter 6: The Causes of Deterioration and Preventive Care  
Chapter 9: Housekeeping
- ***Caring for Your Family Treasures***  
Agents of Deterioration
- ***Connecting to Collections: A Guide to Online Resources***  
Manage the Collections Environment, General  
Manage the Collections Environment, Housekeeping
- ***Framework for Preservation of Museum Collections***
- ***International Review of African American Art***  
“Conservation Made Simple”
- ***National Park Service Museum Handbook***  
Chapter 4: Museum Collections Environment  
Chapter 13: Museum Housekeeping
- ***The National Trust Manual of Housekeeping***  
Chapter 5: Agents of deterioration  
Chapter 56: Keeping records
- ***Photographs: Archival Care and Management***  
Chapter 7: Preservation, Causes of Deterioration

## TEMPERATURE FLUCTUATIONS

- ***Connecting to Collections: A Guide to Online Resources***  
Manage the Collections Environment, Temperature and Relative Humidity
- ***IPI Media Storage Quick Reference***
- ***National Park Service Museum Handbook***  
Chapter 4: Museum Collections Environment, Section C: Temperature and Relative Humidity  
Chapter 4: Museum Collections Environment, Section D: Monitoring and Controlling Relative Humidity and Temperature

## RELATIVE HUMIDITY FLUCTUATIONS

- ***Connecting to Collections: A Guide to Online Resources***  
Manage the Collections Environment, Temperature and Relative Humidity
- ***IPI Media Storage Quick Reference***
- ***National Park Service Museum Handbook***  
Chapter 4: Museum Collections Environment, Section C: Temperature and Relative Humidity  
Chapter 4: Museum Collections Environment, Section D: Monitoring and Controlling Relative Humidity and Temperature
- ***The National Trust Manual of Housekeeping***  
Chapter 10: Relative humidity as an agent of deterioration

## EXCESSIVE LIGHT

- **Connecting to Collections: A Guide to Online Resources**  
Manage the Collections Environment, Light
- **National Park Service Museum Handbook**  
Chapter 4: Museum Collections Environment, Section E: Light
- **The National Trust Manual of Housekeeping**  
Chapter 9: Light as an agent of deterioration

## PESTS

- **Caring for American Indian Objects**  
Appendix 3: General Procedures for Freezing Museum Collections to Eliminate Insect Pests
- **Connecting to Collections: A Guide to Online Resources**  
Manage the Collections Environment, Pests
- **The Darwin Technical Manual for Botanic Gardens**  
Chapter 5: Horticulture, Section 3: Managing the environment
- **Dr. Burgess's Mini-Atlas of Marine Aquarium Fishes**  
Set-Up and Maintenance, Diseases and Parasites
- **Essentials of Conservation Biology**  
Chapter 10: Overexploitation, Invasive Species, and Disease
- **National Park Service Museum Handbook**  
Chapter 5: Biological Infestations
- **The National Trust Manual of Housekeeping**  
Chapter 8: Biological agents of deterioration

## AIR QUALITY

- **Connecting to Collections: A Guide to Online Resources**  
Manage the Collections Environment, Air Quality
- **Dr. Burgess's Mini-Atlas of Marine Aquarium Fishes**  
Set-Up and Maintenance
- **IPI Media Storage Quick Reference**
- **National Park Service Museum Handbook**  
Chapter 4: Museum Collections Environment, Section F: Dust and Gaseous Air Pollution
- **The National Trust Manual of Housekeeping**  
Chapter 7: Chemical agents of deterioration

## HANDLING

- **Caring for American Indian Objects**  
Chapter 8: Handling Suggestions
- **Dr. Burgess's Mini-Atlas of Marine Aquarium Fishes**  
Set-Up and Maintenance, Handling Fishes



- **National Park Service Museum Handbook**  
Chapter 6: Handling, Packing and Shipping Museum Objects
- **The National Trust Manual of Housekeeping**  
Chapter 6: Physical agents of deterioration  
Chapter 11: Planning and managing housekeeping  
Chapter 12: Housekeeping tasks  
Chapter 67: Transporting objects

## 7

### *How do I find a qualified conservation professional?*

- **Caring for Your Family Treasures**  
Finding Professional Help
- **Connecting to Collections: A Guide to Online Resources**  
Learn More about Collections Care, Service Organizations
- **International Review of African American Art**
- **National Park Service Museum Handbook**  
Chapter 8: Conservation Treatment, Section D: Obtaining the Services of a Conservator
- **The National Trust Manual of Housekeeping**  
Chapter 68: Commissioning conservation work

## 8

### *Our institution relies heavily on volunteers. What information about collections care should we share with them?*

- **The Care of Prints and Drawings**  
Chapter 5: Basic Conservation Procedures
- **Caring for Your Family Treasures**
- **Connecting to Collections: A Guide to Online Resources**  
Increase Support for Collections Care, Informing the General Public
- **The Darwin Technical Manual for Botanic Gardens**  
Chapter 9: Training botanic garden staff  
Chapter 10: Networks and support, Section 2: Support groups for the individual institution
- **Field Guide to Emergency Response**  
DVD
- **A Legal Primer on Managing Museum Collections**  
Chapter XVII: Visitor and Employee Safety as It Relates to Collections
- **The National Trust Manual of Housekeeping**  
Chapter 3: History of housekeeping  
Chapter 12: Housekeeping tasks  
Chapter 57: Health and safety

Chapter 59: Opening historic houses  
Chapter 63: Events: planning and protection

- **Promoting Preservation Awareness in Libraries**

Chapter 2: Creating Preservation Education Programs for Staff and Library Customers

9

## *How do we safely label objects in our collection?*

- **Caring for American Indian Objects**

Appendix 1: Recommendations for Applying Accession Numbers to Museum Items

- **The Darwin Technical Manual for Botanic Gardens**

Chapter 4: Collections management, Section 3: Management practice

- **Photographs: Archival Care and Management**

Chapter 5: Accessioning and Arrangement

Chapter 8: Integrating Preservation and Archival Procedures, Arrangement and Description

10

## *We want to replace poor quality storage enclosures and boxes with improved materials. What guidelines and procedures should we follow?*

- **The Care of Prints and Drawings**

Chapter 4: Storage and Environment

- **Caring for Your Family Treasures**

Finding Materials and Tools for Cleaning, Display, and Storage

- **Connecting to Collections: A Guide to Online Resources**

Care for Collections

Manage the Collections Environment, Storage

Learn More about Collections Care, Glossaries and Materials Databases

- **Framework for Preservation of Museum Collections**

- **IPI Media Storage Quick Reference**

- **National Park Service Museum Handbook**

Chapter 7: Museum Collections Storage

- **The National Trust Manual of Housekeeping**

Chapter 61: Storage

- **Photographs: Archival Care and Management**

Chapter 7: Preservation, Storage Furniture, Enclosure Materials, Housing and Storage Systems

# 11

## *We are getting ready to build a new or expanded storage facility. What issues should we consider?*

- ***The Care of Prints and Drawings***  
Chapter 4: Storage and Environment
- ***Caring for American Indian Objects***  
Appendix 2: Storage Furniture
- ***Connecting to Collections: A Guide to Online Resources***  
Manage the Collections Environment, Storage
- ***The Darwin Technical Manual for Botanic Gardens***  
Chapter 6: Equipment and facilities, Sections 8-10: Nursery Site, Greenhouses, Shade houses
- ***Framework for Preservation of Museum Collections***
- ***International Review of African American Art***  
“Housing Horrors”  
“Redefining the Collecting Mission”
- ***IPI Media Storage Quick Reference***
- ***National Park Service Museum Handbook***  
Chapter 7: Museum Collections Storage
- ***The National Trust Manual of Housekeeping***  
Chapter 61: Storage  
Chapter 62: Building work: planning and protection
- ***Photographs: Archival Care and Management***  
Chapter 7: Preservation, Housing and Storage Systems  
Appendix II: Setting Up a Workstation for Examining and Housing Photographic Materials

# 12

## *Our institution is working on a disaster plan. How can we find out if we have covered everything?*

- ***Connecting to Collections: A Guide to Online Resources***  
Prepare for and Respond to an Emergency
- ***Emergency Response and Salvage Wheel***
- ***Field Guide to Emergency Response***
- ***Framework for Preservation of Museum Collections***
- ***National Park Service Museum Handbook***  
Chapter 9: Museum Collections Security and Fire Protection  
Chapter 10: Museum Collections, Emergency Planning
- ***Photographs: Archival Care and Management***  
Chapter 8: Integrating Preservation and Archival Procedures, Emergency Preparedness

13

### *In a disaster, how do we work with emergency responders, handle water-damaged materials, and prevent further damage?*

- **Caring for Your Family Treasures**

Security and Insurance, Ten Tips for the Care of Flood-Damaged Family Heirlooms

- **Connecting to Collections: A Guide to Online Resources**

Prepare for and Respond to an Emergency, Respond

- **Emergency Response and Salvage Wheel**

- **Field Guide to Emergency Response**

- **Photographs: Archival Care and Management**

Chapter 7: Preservation, Preservation Procedures

14

### *How can our institution balance the care of collections with making them accessible to visitors and users?*

- **The Care of Prints and Drawings**

Chapter 3: Matting, Hinging, and Framing

- **A Legal Primer on Managing Museum Collections**

Chapter XVI: Access to Collections

- **The National Trust Manual of Housekeeping**

Chapter 59: Opening historic houses

Chapter 63: Events: planning and protection

- **Photographs: Archival Care and Management**

Chapter 8: Integrating Preservation and Archival Procedures

Chapter 11: Copying and Duplication

Chapter 12: Digitizing Photographs

- **Preservation Management for Libraries, Archives and Museums**

Chapter 5: Moving with the times in search of permanence

Chapter 10: Access and the social contract in memory institutions

Chapter 11: Redefining 'the collection' in the 21<sup>st</sup> century

15

### *What guidelines can we refer to when planning a digitization project?*

- **The Darwin Technical Manual for Botanic Gardens**

Chapter 7: Plant records for living collections, Section 4: Methods of holding records

- **Photographs: Archival Care and Management**

Chapter 12: Digitizing Photographs

- **Preservation Management for Libraries, Archives and Museums**

Chapter 3: Surrogacy and the artefact

Chapter 5: Moving with the times in search of permanence

16

***How can we balance preservation with being respectful of the cultural considerations of our collections?***

- **Caring for American Indian Objects**

- **Connecting to Collections: A Guide to Online Resources**

Learn More about Collections Care, Philosophy and Ethics of Collections Care

- **National Park Service Museum Handbook**

Chapter 7: Museum Collection Storage, Section I: Storage of Museum Collections Subject to the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA)

- **Preservation Management for Libraries, Archives and Museums**

Chapter 3: Intangible heritage: museums and preservation

17

***Members of the public often ask us for advice on how to care for their personal collections. Where can we point them for help?***

- **Caring for Your Family Treasures**

- **Connecting to Collections: A Guide to Online Resources**

Increase Support for Collections Care, Promoting Collections Care

Increase Support for Collections Care, Informing the General Public

- **A Legal Primer on Managing Museum Collections**

Chapter XIII: Appraisals and Authentications

- **The National Trust Manual of Housekeeping**

Chapter 66: Living in historic houses

18

***It is important to raise public awareness about the care of collections. How can we accomplish this?***

- **Building a Future for Wildlife**

Chapter 5: Education and Training

Chapter 6: Communication

- **Capitalize on Collections Care**

- **Connecting to Collections: A Guide to Online Resources**

Increase Support for Collections Care, Promoting Collections Care

- **The Darwin Technical Manual for Botanic Gardens**

Chapter 8: Interpretation

- **Essentials of Conservation Biology**  
Part II: Valuing Biodiversity  
Chapter 20: Conservation and Sustainable Development at the Local and National Levels
- **The National Trust Manual of Housekeeping**  
Chapter 65: Interpreting conservation
- **Photographs: Archival Care and Management**  
Chapter 13: Outreach: Public Programs, Public Relations, and Fund-Raising
- **Promoting Preservation Awareness in Libraries**  
Chapter 1: Preservation Issues and the Community of Customers  
Chapter 2: Creating Preservation Education Programs for Staff and Library Customers

19

### *How do we protect our collection from invasive species?*

- **Connecting to Collections: A Guide to Online Resources**  
Manage the Collections Environment, Pests
- **The Darwin Technical Manual for Botanic Gardens**  
Chapter 5: Horticulture, Section 3: Managing the environment
- **Essentials of Conservation Biology**  
Chapter 10: Overexploitation, Invasive Species, and Disease

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### *How can we complement what is happening worldwide in in situ conservation with what we are doing locally at our site (ex situ)?*

- **Building a Future for Wildlife**
- **The Darwin Technical Manual for Botanic Gardens**  
Chapter 8: Interpretation
- **Essentials of Conservation Biology**  
Chapter 14: Ex Situ Conservation Strategies  
Chapter 20: Conservation and Sustainable Development at the Local and National Levels
- **Global Strategy for Plant Conservation**

# *The AIC Guide to Digital Photography and Conservation Documentation*



## ***Use this resource to:***

- *learn about digital photography equipment, software, and processes.*
- *obtain step-by-step instructions and workflows for photographic documentation.*
- *develop effective storage methods for digital images.*
- *increase effectiveness of your digitization program.*

**T**he *AIC Guide to Digital Photography and Conservation Documentation* is a comprehensive guide to photographic equipment, software, and processing tailored to the needs of conservators, collections managers, and others responsible for creating and managing digital photographs. The Guide conveys recommendations for the use of digital photographic equipment and addresses concerns about long-term accessibility and preservation of electronic records. Related topics include software options, camera settings, image processing, file formats, file naming protocols, color management, creation of metadata, and storage options.

*Author:* Jeffrey Warda, editor

*Publisher:* American Institute for Conservation of Historic and Artistic Works

*Date of Publication:* 2008

*Edition Number:* n/a

*Cover:* Soft cover

*Features:* Appendix of color figures; sample templates and workflows; bibliography; list of recommended resources.

## ***To Order:***

American Institute for Conservation of Historic and Artistic Works  
1156 15th St., NW, Suite 320, Washington, DC 20005, 202-452-9545  
[www.conservation-us.org](http://www.conservation-us.org)

# the Bookshelf's Collections Care Questions for

## The AIC Guide to Digital Photography and Conservation Documentation

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*How can I find information on how to care for specific types of collections? (User's Guide p. 31)*

### DIGITAL MATERIALS

- *The AIC Guide to Digital Photography and Conservation Documentation*

### PHOTOGRAPHS

- *The AIC Guide to Digital Photography and Conservation Documentation*

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*We want to replace poor quality storage enclosures and boxes with improved materials. What guidelines and procedures should we follow? (User's Guide p. 40)*

- *The AIC Guide to Digital Photography and Conservation Documentation*  
Chapter 5: Storage of Electronic Records

11

*We are getting ready to build a new or expanded storage facility. What issues should we consider? (User's Guide p. 41)*

- *The AIC Guide to Digital Photography and Conservation Documentation*  
Chapter 5: Storage of Electronic Records

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*What guidelines can we refer to when planning a digitization project? (User's Guide p. 42)*

- *The AIC Guide to Digital Photography and Conservation Documentation*





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