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American Association
for State and Local History

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Field Services Task Force Technical Information List 1995

Association of Manitoba Museums

(Wendy M. Molnar, Training Coordinator, 167 Lombard Ave., Suite 422, Winnipeg, Manitoba R3B OT6; (204) 947-1782)

The ABC's of Collections Care, revised edition (date ?). A 150-page binder divided into ten sections including "Accession Labelling, "Good Housekeeping for Exhibits," and Health and Safety." Available for \$39.95 plus shipping (Canadian funds).

Historical Confederation of Kentucky

(contact person ?)

Museum Accreditation: A Process for Institutional Improvement (Winter 1995), by Kim Igoe, American Association of Museums.

Marketing: A Checklist for PR (Spring 1995), by Karla Nicholson, Kentucky Historical Society.

Historical Society of Western Pennsylvania

(Jeffery E. Allen, Coordinator, 1212 Smallman Street, Pittsburgh, PA 15222; (412) 281-2465)

Writing a Job Description for the Executive Director of a County Historical Society (Summer 1994), by the LHRS Administrators' Roundtable.

Illinois Association of Museums

(Mary Turner, 1 Old State Capitol Plaza, Springfield, IL 62701-1507; (217) 524-7080)

Technical Leaflet #1 *How to Preserve Scrapbooks and Albums*, by Barbara Fleisher Zucker.

Technical Leaflet #2 *How to...Date Women's Clothing: 1900-1930*, by Susannah Worth, Ph.D.

Technical Leaflet #3 *How to...Date Women's Clothing: 1800-1899*, by Susannah Worth, Ph.D.

Technical Leaflet #4 *How to...Develop a Collections Management Policy*, edited by Mary Turner.

Technical Leaflet #5 *How to..."Unearth" the Past in Cemeteries*, by Tim Talbott.

Technical Leaflet #6 *How to...Use the Soady Memorial Lending Library*, by Mary Turner.

Technical Leaflet #7 *How to...Interpret Illinois' Biocultural Heritage*, by Lee Slider.

Technical Leaflet #8 *How to...Develop Effective Educational Programs*, by Jeanne Poole, Kristin

Anderson and Suzanne Kutterer-Siburt

Technical Leaflet #9 *How to...Read the Alphabet Soup*, by Mary Turner.

Illinois Heritage Association

(Patricia L. Miller, Station A, Box C, Champaign, IL 61825; (217) 359-5600; technical inserts are available for \$2 each)

Technical Insert 4 *Making a Measuring Board* (July/August 1983), by Erik Robinson (illustrated by Barbara A Baker).

Technical Insert 5 *Selected Resources for Determining the Value of Old Books* (September/October 1983), by Willis C. Baker.

Technical Insert 6 *A Humidity Chamber for Relaxing Papers* (November/December 1983), by Kathryn Vogt Dixson.

Technical Insert 7 *Methods of Refinishing Interior Architectural Woodwork* (January/February 1984), by Kirk J. Himelick.

Technical Insert 9 *Equipment and Techniques for Photo Documentation in Museums and Preservation Organizations* (May/June 1984), by Erik Robinson.

Technical Insert 11 *Fund-Raising Events* (September/October 1984), by Carol Betts.

Technical Insert 12 *Brick Street Protection* (November/December 1984), by Dannel McCollum.

Technical Insert 13 *Fulfilling the Trust of Trusteeship* (January/February 1985), by Patricia L. Miller.

Technical Insert 14 *Thoughts on Prairie Preservation* (March/April 1985), by David Monk.

Technical Insert 15 *The Portable Exhibit: Increasing Your Audience* (May/June 1985), by Alice Edwards.

Technical Insert 16 *An Introduction to Costume Care* (July/August 1985), by IHA Staff with Lorraine Trebilcock.

Technical Insert 19 *American Pattern Glass* (January/February 1986), by E. Duane Elbert.

Technical Insert 20 *Political Campaign Buttons: History, Collection, and Care* (March/April 1986), by Jeffrey R. Schultz.

Technical Insert 21 *Rural Preservation: Developing Our Perspectives* (May/June 1986), by Patrick J. Glithero.

Technical Insert 22 *The Role of Railroads in Preservation* (July/August 1986), by David Monk.

Technical Insert 25 *Steps Toward Preserving the Past: How to Record Archaeological Sites in Illinois* (January/February 1987), by Michael D. Wiant.

Technical Insert 26 *Planning Commemorative Celebrations* (March/April 1987), Carol Betts.

Technical Insert 27 *Preserving Family History, Part I* (May/June 1987), by Josephine F. Moeller.

Technical Insert 28 *Preserving Family History, Part II* (July/August 1987), by Josephine F. Moeller.

Technical Insert 29 *Basic Artifact Research: A Guide* (September/October 1987), by Erik Robinson.

Technical Insert 30 *Artifact Research: Case Studies* (November/December 1987), by Patricia L. Miller.

Technical Insert 31 *Moving Out of Your Ancestral Home* (January/February 1988), by David Monk.

Technical Insert 33 *Putting Your House in Order: More Accountability Equals Less Liability* (May/June 1988), by Patricia L. Miller.

Technical Insert 34 *Paths and Walks for the Historic House* (July/August 1988). by Carol Bolton Betts.

Technical Insert 35 *Archival Quality: What's in a Name?* (September/October 1988), by Patricia L. Miller.

Technical Insert 37 *The Role of Political Advocacy in Cultural Organizations* (January/February 1989), by Patricia L. Miller.

Technical Insert 38 *Cemetery Research, Preservation, and Interpretation: Ideas and Resources from the IHA Circulating Library* (March/April 1989), by Carol Bolton Betts.

Technical Insert 40 *Hazards in Food Service: How to Avoid Them* (July/August 1989), by Lynnita Sommer.

Technical Insert 42 *Emergency Preparedness in Museums and Historic Sites* (November/December 1989), by Patricia L. Miller.

Technical Insert 43 *501(c) Spells Tax Relief* (January/February 1990), by Patricia L. Miller.

Technical Insert 44 *Home History Research Methods* (March/April 1990), by James R. Nash.

Technical Insert 45 *Handle With Care: Creating a Safe Environment for Museum Collections* (May/June 1990), by Patricia L. Miller.

Technical Insert 46 *Designing an Edible Wild Food Exhibit* (July/August 1990), by Michael R. Bricker.

Technical Insert 47 *Mass-Produced Midwestern Furniture, Part I* (September/October 1990), by Christian G. Carron and Veronica L. Kandi.

Technical Insert 48 *Mass-Produced Midwestern Furniture, Part II* (November/December 1990), by Christian G. Carron and Veronica L. Kandi.

Technical Insert 49 *Mass-Produced Midwestern Furniture, Part III* (January/February 1991), by Christian G. Carron and Veronica L. Kandi.

Technical Insert 50 *Arsenic, Old Lace, and Stuffed Owls May Be Dangerous to Your Health: Hazards in Museum Collections* (March/April 1991), by Patricia L. Miller.

Technical Insert 51 *Legal Tools and Economic Incentives That Can Benefit Historic Preservation, Part I* (May/June 1991), by Patricia L. Miller.

Technical Insert 52 *Legal Tools and Economic Incentives That Can Benefit Historic Preservation, Part 2* (July/August 1991), by Patricia L. Miller.

Technical Insert 53 *Producing an Historical Calendar* (September/October 1991), by Tina M. Reithmaier.

Technical Insert 54 *Collections Care: What to Do When You Can't Afford to Do Anything* (November/December 1991), by Lisa Mibach.

Technical Insert 56 *Public Relations with Government Officials: Communication Tips for Nonprofit Organizations* (March/April 1992), by Patricia L. Miller.

Technical Insert 57 *Preserving a Moment in Time: Caring for Photographs* (May/June 1992), by Joy Matthiessen.

Technical Insert 58 *Have Fun and Do History a Favor: Surface Collections and Archaeological Survey* (July/August 1992), by Thomas J. Riley.

Technical Insert 59 *Probably Not a Good Idea* (September/October 1992), by Patricia L. Miller.

Technical Insert 60 *Several Ways to Skin a Cat: Free or Low-Cost Products and Services for Nonprofits* (November/December 1992), by Patricia L. Miller.

- Technical Insert 62 *Preserving the Heritage of Family* (March/April 1993), by Patricia L. Miller.
- Technical Insert 63 *Understanding the Historic Context of Historic Buildings* (May/June 1993), by Patricia L. Miller.
- Technical Insert 64 *Is All This Really Necessary? Health and Safety Regulations for the Workplace* (July/August 1993), by Patricia L. Miller.
- Technical Insert 65 *Coping With Natural Disasters: The Role of Cultural Agencies* (September/October 1993), by Patricia L. Miller.
- Technical Insert 67 *When Library Research is Needed: Basics for the Library Visit* (January/February 1994), by Ann Ricker.
- Technical Insert 68 *Birds of a Feather: Specialized Resources for Museum Administrators, Collection Managers, Educators, Archivists, Genealogists, and Preservationists* (March/April 1994), by Patricia L. Miller.
- Technical Insert 69 *Creating Educational Programs Using Historical and Cultural Resources* (May/June 1994), by Patricia L. Miller.
- Technical Insert 70 *Corridors* (July/August 1994), by David Monk.
- Technical Insert 71 *Fan Mounts* (September/October 1994), by Gretchen Frick Small
- Technical Insert 72 *Internet Resources for Museum, Library, and Archives Personnel, Part I* (November/December 1994), by John M. Harris and Patricia L. Miller.
- Technical Insert 73 *Internet Resources for Museum, Library, and Archives Personnel, Part 2* (January/February 1995), by John M. Harris and Patricia L. Miller.
- Technical Insert 74 *Moving Large Artifacts* (March/April 1995), by Keith R. Gill and Michael T. Sarna.
- Technical Insert 75 *Natural Hazards Mitigation for Historic Properties* (May/June 1995), by Patrick J. Glithero and Randy W. Strong.

Mountain-Plains Museum Association

(Pat Hildebrand, Box 335, Manitou Springs, CO 80829; (719) 528-4762)

Appraisals, The I.R.S. and Your Museum (1993) by Kathy Dickson, Director, Museums Division, Oklahoma Historical Society.

Nebraska State Historical Society

(Field Services Division, PO Box 82554, Lincoln, NE 68501; (800) 833-6747)

"Exhibit Materials," video from the Nebraska History Network meeting

"Managing Photographic Collections for the 21st Century," video

"Nebraska State Historical Society Conservation Programs: Storage and Handling," video

"Nebraska State Historical Society Conservation Programs: Environmental Controls," video

"Preserving Your Family and Local History," video

"Research, Writing, and Label Making for Museum Displays," video

"The Three R's of a Volunteer Program: Recruitment, Retention, and Recognition," video

"Oral History," video

Ohio Historical Society

(Local History Office, 1982 Velma Avenue, Columbus, OH 43211-2497; (614) 297-2340; a complete set of the following "Local History Notebook" inserts is available for \$37)

- #1 *Trusteeship for Local Historical Organizations* (March/April 1985).
- #2 *The Ohio Preservation Office & Local Historical Organizations* (May/June 1985).
- #3 *A Primer on Museum Collection Management* (July/August 1985).
- #4 *Exhibit Planning in the Small Historical Museum* (September/October 1985).
- #5 *The Challenge of Interpreting the Past* (November/December 1985).
- #6 *Collecting, Processing, & Preserving Local History Manuscripts* (January/February 1986).
- #7 *Sliding to Success* (March/April 1986).
- #8 *Maintenance Care in the Small Museum* (May/June 1986).
- #9 *Financial Management for the Local Historical Society* (July/August 1986).
- #10 *An Insurance Primer for the Local Historical Organization* (September/October 1986).
- #11 *A Grant Writing Primer* (November/December 1986).
- #12 *On Target With Off-Site Exhibits* (January/February 1987).
- #13 *Fund Raising for Beginners* (March/April 1987).
- #14 *Resources for Historical Organizations* (May/June 1987).
- #15 *Bicentennial of the Northwest Ordinance: Making the Legacy Live* (July/August 1987).
- #16 *Trustee: It's Not an Honorary Title* (September/October 1987).
- #17 *Getting into Print: How, When, Where & For What Purpose* (November/December 1987).
- #18 *Basic Advice for Historical Societies Wanting to Make a Difference in Their Communities*
(January/February 1988).
- #19 *Cache & Carry Museums: How to Build a Suitcase Museum* (March/April 1988).
- #20 *All That Work: A Living History Program* (May/June 1988).
- #21 *Details, Details: Successful Public Programs* (July/August 1988).
- #22 *Volunteers Are People Too* (September/October 1988).
- #23 *Building a Resource Center: Making the Most of Your Community's Local History Collection*
(November/December 1988).
- #24 *Make Your Historical Organization "Teacher Friendly"* (January/February 1989).
- #25 *Planning Newsletters, Part One--Content* (March/April 1989).
- #26 *Planning Newsletters, Part Two--Design* (May/June 1989).
- #27 *Making an Academic Connections* (July/August 1989).
- #28 *Marketing History: Opportunities for Small Historic Sites* (September/October 1989).
- #29 *Award programs: putting together nomination packages* (November/December 1989).
- #30 *Putting together a successful membership meeting* (January/February 1990).
- #31 *Certification: Striving for excellence* (March/April 1990).
- #32 *Protecting museum collections in storage* (May/June 1990).
- #33 *Ordinary people and everyday life: social history for local historical organizations* (July/August

1990).

- #34 *With fear and with research: Clio Biblio researches the history of Chicken Bristle Corner* (September/October 1990).
- #35 *Computers in historical societies and museums* (November/December 1990).
- #36 *Historic firearms and ordnance: artifacts with special problems* (January/February 1991).
- #37 *Researching the grant review process* (March/April 1991).
- #38 *Rediscovering your county's historical atlases* (May/June 1991).
- #39 *Sustaining Leadership in historical organizations* (July/August 1991).
- #40 *Oral history basics* (September/October 1991).
- #41 *Regions and maps: Tools for geographers and historians* (November/December 1991).
- #42 *Capital fund-raising* (January/February 1992).
- #43 *Archival administration in the small repository: policies and procedures for organizing manuscript collections--Part I* (March/April 1992).
- #44 *Archival administration in the small repository: policies and procedures for organizing manuscript collections--Part 2* (May/June 1992).
- #45 *Planning and producing community celebrations and special events* (July/August 1992).
- #46 *Using social history in exhibit making: "From Victory to Freedom" as a case study* (September/October 1992).
- #47 *Ideas on Membership Development for Local Historical Societies* (November/December 1992).
- #48 *History In The Ground: Archaeology and Local Historical Organizations* (January/February 1993).
- #49 *Arsenic and Old Collections* (March/April 1993).
- #50 *Building History from the Ground Up: Identifying Historic Properties in your Community* (May/June 1993).
- #51 *Hard Choices about Lifestyle Interpretations* (July/August 1993).
- #52 *Collections Care: What to do When You Can't Afford to do Anything* (September/October 1993).
- #53 *Probably Not a Good Idea* (November/December 1993).
- #54 *Forming a Historic Base Ball Club* (January/February 1994).
- #55 *Press for Success: Should You Publish? Part I* (March/April 1994).
- #56 *Press for Success: Should You Publish? Part II* (May/June 1994).
- #57 *Planning and Creating Effective Exhibits on a Limited Budget--Part I* (July/August 1994).
- #58 *Planning and Creating Effective Exhibits on a Limited Budget--Part II* (September/October 1994).
- #59 *Planning/or the Future: Treat Your Historical Organization Like a Business* (November/December 1994).
- #60 *Disaster Prevention and Planning: Part I* (January/February 1995).
- #61 *Disaster Prevention and Planning: Part II* (March/April 1995).
- #62 *Putting Your Oral History Interviews to Work/or Your Historical Society or Museum: Part I* (May/June 1995).

Oklahoma Museums Association

(Cherie Cook, OMA, Kirkpatrick Center, 2100 NE 52 Street, Oklahoma City, OK 73111;
(405) 424-7757)

THE SOURCE: A Museum Reference Manual (1991), 600-page notebook published by OMA and the Oklahoma Historical Society (new edition will be available in November 1995).

Pest Management Notes: Establishing a Pest Monitoring Program for Museums, Technical Bulletin I (1989), by Wendy Claire Jessup, Arlington, Virginia.

Disaster Preparedness: A Checklist, Technical Bulletin 2 (1989), by Toby Murray, Preservation Officer, McFarlin Library, University of Tulsa.

Preservation-Related Assistance Available in Oklahoma, Technical Bulletin 4 (1990), by Cherie Cook, Oklahoma Field Advisory Service.

Time Capsules: Preserving the Past/or the Future, Technical Bulletin 5 (1990), by Dr. Bill Bryans, Oklahoma State University and the Payne County Historical Society.

OMA/OHS Lending Library List, Technical Bulletin 6 (most current copy).

Historic House Museums, Technical Bulletin 7 (1991), by Shirley Pettengill, Drummond Home, Hominy, Oklahoma.

Keep It Clean: Housekeeping In Museums and Historical Agencies, Technical Bulletin 10(1991), by Cherie Cook, Oklahoma Field Advisory Service.

Oral History Programs for Museums and Historical Societies, Technical Bulletin II (1992), by Rodger Harris, Oklahoma Historical Society.

Collections Storage: A Selected Bibliography, Technical Bulletin 13 (1992), by Cherie Cook, Oklahoma Field Advisory Service.

Traveling Exhibition Sources, Part I, Technical Bulletin 15 (1993), by Cherie Cook, Oklahoma Historical Society.

Traveling Exhibition Sources, Part II, Technical Bulletin 16 (1993), by Cherie Cook, Oklahoma Historical Society.

Sources for Collections Care Supplies & Services, Part I, Technical Bulletin 17 (1993), by Cherie Cook, Oklahoma Historical Society.

Sources for Collections Care Supplies & Services, Part II, Technical Bulletin 18 (1993), by Cherie Cook, Oklahoma Historical Society.

Guidelines for Framing Canvas Paintings in Traditional Frames Without Glazing, Part I, Technical Bulletin 19 (1994), by Gayle Clements, Gilcrease Museum.

Guidelines for Framing Canvas Paintings in Traditional Frames Without Glazing, Part II, Technical Bulletin 20 (1994), by Gayle Clements, Gilcrease Museum.

Building Better Collections: Creative Ways to Work With Donors, Technical Bulletin 21 (1994), by Kathy Dickson, Oklahoma Historical Society.

Guidelines for Matting and Framing Paper and Photographs, Part I, Technical Bulletin 22(1994), by Karen Tidwell, Commonwealth Conservation Center.

Guidelines for Matting and Framing Paper and Photographs, Part II, Technical Bulletin 23 (1995), by Karen Tidwell, Commonwealth Conservation Center.

State Historical Society of Wisconsin

(Local History Office, Tom McKay and Deborah Kmetz, 816 State Street, Madison, WI 53706-1488;
(608) 264-6400)

Conservation Corner

A series of articles on the care and conservation of collections that appeared in Exchange, the Office of Local History's newsletter, from 1981 through 1989. Several staff members at the State Historical Society contributed articles to the series.

Dirt (1981), by Tom McKay.

Light (1982), by Tom McKay.

Heat & Humidity (1982), by Tom McKay.

Access to Collections (1982), by Tom McKay.

Safely Handling Collections (1982), by Tom McKay.

Storing Your Collections: A Crucial First Step (1982), by Joanne Hohler.

Storing Your Collections: Following Through (1982), by Joanne Hohler.

Storing Historic Costumes (1983), by Joanne Hohler.

Fire (1983), by Tom McKay.

Choosing a Conservator (1983), by Tom McKay.

Tape (1983), by Tom McKay.

Matting (1983), by Tom McKay.

Supply List (1993), by Tom McKay.

Removing Creases from Historic Papers (1984), by Tom McKay.

Polyester Encapsulation (1984), by Joanne Hohler.

Some Common Enemies (1984), by Tom McKay.

The Museum Building (1984), by Tom McKay.

Storage Shelves (1984), by Tom McKay.

Caring for Old Books, Part 1 (1985), by Michael Edmonds.

Caring for Old Book, Part 2 (1985), by Michael Edmonds.

Displaying Books (1985), by Tim Boydston (reprinted from Program Dispatch, the newsletter of the Illinois Cooperative Conservation Program).

Preserving Photographs, Part 1 (1986), by Liz Chilsen.

Preserving Photographs, Part 2 (1986), by Liz Chilsen.

Preserving Photographs, Part 3 (1986), by Liz Chilsen.

Preserving Photographs, Part 4 (1986), by Liz Chilsen.

Exhibiting Quilts Safely (1987), by Tom McKay.

Vacuuuming Fabrics (1987), by Tom McKay.

An Insect Treatment (1987), by Tom McKay.

Wood (1987), by Tom McKay.

A Written Collecting Policy (1988), by Tom McKay.

Deed of Gift (1988), by Tom McKay.

Cataloging Artifacts (1989), by Tom McKay.

Artifact Card Files (1989), by Tom McKay.
Loan Forms (1989), by Tom McKay.

Exhibiting Wisconsin's Local Heritage

A series of articles on the various aspects of exhibit planning and preparation which appeared in Exchange, from September 1981 through March 1985. The articles were written by Tom McKay and Deborah Kmetz of the Local History Office.

What is Interpretation (1981), by Tom McKay.
Choosing a Local History Topic: Looking at Objects (1981), by Tom McKay.
Choosing a Local History Topic: Beginning with Concepts (1982), by Tom McKay.
Balancing Your Exhibit Program (1982), by Tom McKay.
Communicating Concepts (1982), by Tom McKay.
A Hierarchy of Labels (1982), by Tom McKay.
Labels: Writing Style (1982), by Tom McKay.
Exhibit Design: The Language of Artifacts (1982), by Tom McKay.
Summarizing Some Thoughts (1983), by Tom McKay.
Hand Lettering (1983), by Deborah Kmetz.
Dry Transfer Lettering (1983), by Deborah Kmetz.
Tracing Illustrations (1983), by Deborah Kmetz.
Styrofoam Letters (1983), by Deborah Kmetz.
Using Color in Exhibits (1983), by Deborah Kmetz.
Using Color in Exhibits: Tips for Beginners (1984), by Deborah Kmetz.
Combining Colors (1984), by Deborah Kmetz.
Outline Maps (1984), by Tom McKay.
Instructional Videotapes - A New Service (1984), by Deborah Kmetz.
The Museum Building: Exhibit Areas (1984), by Tom McKay.
A Niche of Your Own (1984), by Deborah Kmetz.
Panel Materials: Wood and Fiber Products (1985), by Tom McKay.
Panel Materials: Non-wood Products (1985), by Tom McKay.

Sound Suggestions

A series of articles on oral history methods that ran in Exchange from November 1980 to January 1982. The series was written by Dale Treleven, former Oral History Coordinator for the State Historical Society of Wisconsin and presently director of UCLA's Oral History Program.

Selections for an Oral History Bookshelf (1980), by Dale Treleven.
Next: Selecting a Tape Recorder (1981), by Dale Treleven.
Buying Tape and Tape Recorder Maintenance (1981), by Dale Treleven.
Legal Agreements (1981), by Dale Treleven.
On Project Objectives and Research (1981), by Dale Treleven.
Conducting an Oral History Interview (1981), by Dale Treleven.
Post-Interview Work (1981), by Dale Treleven.
Using Oral History Materials and Keeping Abreast of Future Developments (1982), by Dale Treleven.

Exhibiting Your Community's Heritage

A set of five instructional videotapes and accompanying 86-page manual on planning and preparing interpretive local history exhibits. Four of the programs focus on actual local history exhibits prepared for this series. The exhibits range in size from a case to a 1000-square-foot gallery exhibit. The programs explain and demonstrate the interpretive planning, design decisions and fabrication techniques used to produce the exhibits. In a fifth program, a walking tour of Beaver Dam, Wisconsin and a visit to Dodge County Historical Society Museum serve as backdrops for a discussion of interesting ways to look at local history and develop interpretive exhibit ideas. The videotape programs vary in length. The instructional series was produced with funding from the National Endowment for the Humanities.

Program 1: "Case Exhibits" (1983-84), by Tom McKay and Deborah Kmetz. 60 minutes.

Program 2: "Changing Area Exhibits" (1983-84), by Tom McKay and Deborah Kmetz. 85 minutes.

Program 3: "Traveling Exhibits" (1983-84), by Tom McKay and Deborah Kmetz. 84 minutes.

Program 4: "Gallery Exhibits" (1983-84), by Tom McKay and Deborah Kmetz. 104 minutes.

Program 5: "A Walk Through Beaver Dam" (1983-84), by Tom McKay and Deborah Kmetz. 53 minutes.

Manual: Exhibiting Your Community's Heritage: A Manual to Accompany a Videotape Series on Preparing Local History Exhibits (1985), by Tom McKay and Deborah Kmetz.

Researching Wisconsin Community History

A series of articles that provide information on resources available to local historians at the State Historical Society of Wisconsin. The series began in May/June 1985 and continues to run in *Exchange*. Several staff members of the Society have contributed to the series. For a complete list, contact the Local History Office.

Public Appeal

A series of articles on public programming and public information that appeared in *Exchange* from 1992 through 1994. The articles are revised versions of material originally published by the Ohio Historical Society in The Local Historian.

Planning Newsletters: Part 1 - Content (1992), by Deborah Kmetz.

Planning Newsletters: Part 2 - Content (1993), by Deborah Kmetz.

Planning Newsletters: Part 3 - Design and Production (1994), by Deborah Kmetz.

Texas Historical Commission

(Frances Rickard, Director, Local History Programs, PO Box 12276, Austin, TX 78711-2276; (512)463-5853)

1994-1995 Texas Preservation Handbook for County Historical Commissions (published biennially). A guidebook to programs and statutes of the Texas Historical Commission, with suggested programs, awards and activities for the CHCs. Cost is \$10.

Documenting Local History, Local History Programs Reference Series.

Laws of Texas Pertaining to Museums (no date). A 4-page pamphlet outlining legislation regulating the creation, operation and funding of museums; penal code provisions; and pertinent Attorney General opinions.

Marker Dedication Ceremonies, Local History Programs Reference Series.

Museum Services (1994). A one-page flier outlining the services available to Texas museums through the Local History Programs office of the THC.

Official Texas Historical Markers Guidelines and Application Form (updated annually).

Preserving Cemeteries (1991), Texas Preservation Guideline series.

Recorded Texas Historic Landmarks (no date), brochure.

Remembering Texas: Guidelines for Historical Research (1993), Texas Preservation Guideline series.

Repairing Historical Markers, Local History Programs Reference Series.

Using Historical Markers in the Classroom, Local History Programs Reference Series.

Washington State Historical Society

(Heritage Resource Center, 211 W. 21st Avenue, Olympia, WA 98501; (206) 586-0219)

Technical Insert No. 20 *Some Answers to Questions About Handling the Dangers of Lead-Based Paint in Historic Structures* (Spring 1995), by Charles W. Nelson and Paul Storch, Minnesota Historical Society.

Field Services Task Force

J.D. Britton, Chair

Ohio Historical Society

Local History Office

1982 Velma Avenue

Columbus, OH 43211-2497

(614) 297-2341

Additions or corrections to this list may be submitted to:

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