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## **Field Services Alliance Technical Information List**

The **American Association of Museums** ([www.aam-us.org](http://www.aam-us.org)) and the **Association for State and Local History** ([www.aaslh.org](http://www.aaslh.org)) both publish extensive series of technical bulletins. Lists are available on their respective web sites.

### **Alaska State Museum *Bulletins***

(Kenneth DeRoux, Curator of Museum Services, Alaska State Museums, 907/465-2396, fax: 907/465-2976, [ken\\_deroux@eed.state.ak.us](mailto:ken_deroux@eed.state.ak.us))

*Exhibit Labels: Some Basic Guidelines for Small Museums* (Summer, 1998)

*Basic Techniques for Making and Mounting Exhibit Labels* (Winter/Spring, 1998/99)

*How to Deal with Mold on Baskets* (Winter/Spring, 1998/99)

*Exhibit Label Basics: Content* (Summer, 1999)

*Ethical Considerations for Restoration* (Spring, 2001)

*Conservation, Restoration, Preservation, Which is it?* (Fall/Winter, 2001)

### **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 Labeling," "Good Housekeeping for Exhibits," and "Health and Safety." Available for \$39.95 plus shipping (Canadian funds).

### **Historical Confederation of Kentucky**

*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**

(Sen. John Heinz Regional History Center, 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, fax: 217/785-7937,

YOUR HOME FOR STATE AND LOCAL HISTORY

mary\_turner@ihpa.state.il.us)

**From the Illinois State Historical Society:**

Technical Leaflet #1 - *How to...Preserve Scrapbooks and A/bums*, 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.

**From the Illinois Association of Museums:**

Technical Leaflet #8 - *How to...Develop Effective Educational Programs*, by Jeanne Poole, Kristin Anderson and Suzanne Kutterer-Siburt

Technical Leaflet #9 - *How To. ..Work with the Native American Graves Protection and Repatriation Act (NAGPRA)* by Janice Klein

Technical Leaflet #10 - *How To. ..Work with the News Media* by David Blanchette

Technical Leaflet #11 - *How To. ..Represent Cultural Diversity in Local History Museums* by Marcia Young, Greg Koos, and Eric Robinson.

Technical Leaflet #12 - *How To. ..Get Ready for Fund Raising* by Michael P. Stephenson

Technical Leaflet #13 - *How To. ..Use the IAM Lending Library*

Technical Leaflet #14 - *How To. ..Construct a McNabb Phase Box* by William P. LaBounty

Technical Leaflet #15 - *How To. ..Work with Volunteers* by Jonathon T. Scott

Technical Leaflet #16 - *How To. ..Mark Objects in Museum Collections, Part 1* by Marianna Munyer

Technical Leaflet #17 - *How To. ..Mark Objects in Museum Collections, Part 2* by Marianna Munyer

Technical Leaflet #18 - *How To. ..Use the IAM Lending Library*

Technical Leaflet #19 - *How To. ..Work with the Museum Disposition of Property Act* by Mary Turner

Technical Leaflet #20 - *How To. ..Research Historic Houses, Part 1* by Mary Turner

Technical Leaflet #21 - *How To. ..Research Historic Houses, Part 2* by Mary Turner

Technical Leaflet #22 - *How To. ..Cope with Legal Issues in Museums* by Mark Harmon

Technical Leaflet #23 - *How To. ..Be an Effective Board Member* by Mary Turner

Technical Leaflet #24 - *How To. ..Create a Museum Website* by Christopher Gordy

Technical Leaflet #25 - *How To. ..Use the IAM Lending Library*

Technical Leaflet #26 - *How To. ..Prepare Award Nominations* by Mary Turner

Technical Leaflet #27 - *How To. ..Keep your Donors AND the IRS Happy* by Mary Turner

Technical Leaflet #28 - *How To. ..Keep Things in Your Collection from Killing You* by Linda Norbut Suits

Technical Leaflet #29 - *How To...Help Them Find Their Way* by Mary Turner

*IAM Presents. ..Contested Ground: History, Identity, and the Critical Role of Historical Organizations* by Robert Archibald

**Illinois Heritage Association**

(Patricia L. Miller, 602½ E. Green, Suite 203, 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 Dixon.

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)3 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. Kandl.

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

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

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 1* (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 1* (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.

Technical Insert #76 - *Collections Storage Reorganization* (July-Aug. 1995), by Elizabeth O'Rourke.

Technical Insert #77 - *Governance, Security, and Perpetuity: Establishing Regular Security Reviews, Part 1* (Sept.-Oct. 1995), by David Liston.

Technical Insert #78 - *Governance, Security, and Perpetuity: Establishing Regular Security Reviews, Part 2* (Nov.-Dec. 1995), by David Liston.

Technical Insert #79 - *Illinois Heritage Association Library Resource Materials* (Jan.-Feb. 1996), by Patricia L. Miller.

Technical Insert #80 - *Accessibility: The Spirit Behind the Laws* (Mar.-Apr. 1996), by Patricia L. Miller.

Technical Insert #81 - *Looking Inward: Institutional Self-Assessment* (May-June 1996), by Patricia L. Miller.

Technical Insert #82 - *Developing a Written Code of Ethics* (July-Aug. 1996), by Patricia L. Miller.

Technical Insert #83 - *Environmental Control of Exhibit Cases* (Sept.-Oct. 1996), by Kate Desulis.

Technical Insert #85 - *Attention Thieves: Don't Try It! How to Prevent Loss in Museums and Libraries*, (Jan.-Feb. 1997), by David Liston and Patricia L. Miller.

Technical Insert #86 - *Ready to Write* (Mar.- Apr. 1997), by Carol Belts

Technical Insert #87 - *Heritage Tourism: Oxymoron or Opportunity?* (May-June 1997), by Patricia L. Miller.

Technical Insert #88 - *A New Storage Solution: A Padded Hanger for Pants* (July-Aug. 1997), by Jennifer Johnson and Nancilee Vater.

Technical Insert #89 - *Lost Provenance: Resolving Accession Backlogs* (Sept.-Oct. 1997), by Jennifer Johnson

Technical Insert #90 - *The Agony and the Ecstasy: Developing an Annual Fundraising Program, Part 1*," by Carol Norris Vincent.

Technical Insert #91 - *The Agony and the Ecstasy: Developing an Annual Fundraising Program, Part 2* (Jan.-Feb. 1998), by Carol Norris Vincent.

Technical Insert #92 - *Internet Resources for Kids* (Mar.-Apr. 1998), by Patricia L. Miller

Technical Insert #93 - *Historic Preservation Programs* (May-June 1998), by Alice Edwards Novak.

Technical Insert #94 - *Live Animals in the Museum Environment* (Jul.-Aug. 1998), by Barbara C. Williams.

Technical Insert #95 - *All the News That Fits* (Sept.-Oct. 1998), by Patricia L. Miller

Technical Insert #96 - *Max It! Making the Most of Professional Meetings* - (Nov.-Dec. 1998), by Patricia L. Miller

Technical Insert #97 - *Apples, Oranges, and Tangerines: Artifacts, Books, and Archival Materials in Museums* (Jan.-Feb. 1999), by Patricia L. Miller

Technical Insert #98 - *Preserving a Sense of Place: Local Preservation Partners* (Mar-Apr. 1999), by Patricia L. Miller

Technical Insert #99 - *History Resources for Educators* (May- June 1999), by Patricia L. Miller

Technical Insert #100 - *Call IHPA Before You Start to Dig!* (May- June 1999), by Patricia L. Miller

Technical Insert #101 - *Documenting Collections* (Sept.-Oct. 1999), by Diane Gutenkauf, Sally DeFauw, and Steph McGrath.

Technical Insert #102 - *Laws of Illinois Pertaining to Museums and Other Nonprofit Organizations, Part 1* (Nov.-Dec. 1999), edited by Cheryl L. Kennedy and Patricia L. Miller

Technical Insert #103 - *Laws of Illinois Pertaining to Museums and Other Nonprofit Organizations, Part 2* (Jan.-Feb. 2000), edited by Cheryl L. Kennedy and Patricia L. Miller.

Technical Insert #104 - *Laws of Illinois Pertaining to Museums and Other Nonprofit Organizations, Part 3* (Mar.-Apr. 2000), edited by Cheryl L. Kennedy and Patricia L. Miller.

Technical Insert #105 - *Is Genealogy History?* (May-June 2000), by Patricia L. Miller

Technical Insert #106 - *Routinely Unroutine: The Village Blacksmith's Trade* (Jul.-Aug. 2000), by Charles M. Keller

Technical Insert #107 - *'Here I Have Lived': The Preparation and Implementation of a Historic Finishing Report* (Sept.-Oct. 2000), by Linda Norbut Suits.

Technical Insert #108 - *Risk Management and Insurance for Nonprofits, Part 1: Risk Management* (Nov.-Dec. 2000), by Patricia L. Miller.

Technical Insert #109 - *Risk Management and Insurance for Nonprofits, Part 2: Insurance* (Jan.-Feb. 2001), by Patricia L. Miller.

Technical Insert #110 - *Architectural Salvage: The Reuse of Valuable Resources* (Mar.-Apr. 2001), by Richard A. Cahill.

Technical Insert #111 - *An Introduction to Digital Projects for Libraries, Museums, and Archives* (May-June 2001), by Trevor Jones.

Technical Insert #113 - *Volunteerism: Gifts of Time and Talent, Part 1* (Sept.-Oct. 2001), by Patricia L. Miller.

Technical Insert #114 - *Volunteerism: Gifts of Time and Talent, Part 2* (Nov.-Dec. 2001), by Patricia L. Miller.

### **Indiana Historical Society/Association of Indiana Museums**

*Creating and Building Endowments for Small Museums*, by Carol Norris Vincent

*Some Basic Issues Involved in Organizing a Local Historical Society*, by Jeffry A. Harris and John M. Harris

*The Agony and the Ecstasy: Developing an Annual Fundraising Program*, by Carol Norris Vincent

### **Kansas State Historical Society**

(Lois J. Herr, Outreach Coordinator, 6425 SW Sixth Avenue, Topeka, KS 66615-1099, 785/272-8681, ext. 251, fax: 785/272-8682, Lherr@skhs.org.)

Tech Note #1 – *Getting on Board the Tourism Bandwagon: Part I*, (2001) by Lois Herr.

Tech Note #2 – *Getting on Board the Tourism Bandwagon: Part II*, (2001) by Lois Herr.

### **Mountain-Plains Museum Association**

(Jan Postler, P.O. Box 8321, Durango, CO 81301-0203, 970/259-7866, fax: 970/259-7867, mpma@frontier.net)

*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 1* (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 for 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 for Your Historical Society or Museum: Part I* (May/June 1995).
- #63 *Putting Your Oral History Interviews to Work for Your Historical Society or Museum: Part II*, (July/August 1995)
- #64 *Internet Resources for Museum, Library, and Archives Personnel: Part I*, (September/October 1995)
- #65 *Internet Resources for Museum, Library, and Archives Personnel: Part II*,



(November/December 1995)

#66 *How to Work with the News Media: Part I*, (January/February 1996)

#67 *How to Work with the News Media: Part II* (March/April 1996)

#68 *How to Get Ready for fund Raising*, (May/June 1996)

#69 *Security for the Small Historical Organization*, (July/August 1996)

#70 *Community Anniversaries: A Time to Look at the Past, Present, and Future*,  
(September/October 1996)

#71 *Lead-Based Paint Hazards: Considerations for Historic Property Managers, Part I*  
(November/December 1996)

#72 *Lead-Based Paint Hazards: Considerations for Historic Property Managers, Part II*  
(January/February 1997)

#73 *Those Wonderful Old Cemeteries -What do we Do With Them? Part I* (March/April 1997)

#74 *Those Wonderful Old Cemeteries -What do we Do With Them? Part II* (May/June 1997)

#75 *Materials for Labeling Collections*, (July/August 1997)

#76 *How to Begin Your Family History*, (September/October 1997)

## **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 1 (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 for 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 11 (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.

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

*Public Relations with Government Officials: Communications for Nonprofit Organizations*, Bulletin 24 (1995), by Patricia Miller. Reprinted with permission of the Illinois Heritage Association, Champaign, IL. Technical

*Probably Not a Good Idea, Part I*, Technical Bulletin 25 (1996), by Patricia Miller. Reprinted with permission of the Illinois Heritage Association, Champaign, IL.

*Probably Not a Good Idea, Part II*, Technical Bulletin 26 (1996), by Patricia Miller. Reprinted with permission of the Illinois Heritage Association, Champaign, IL.

*Permissible Activities of 501(c)(3) Organizations During a Political Campaign*, Technical Bulletin 27 (1996). Reprinted with permission of Independent Sector, Washington, DC.

*Looking Inward: Institutional Self - Assessment, Part I*, Technical Bulletin 28 (1996), by Patricia Miller. Reprinted with permission of the Illinois Heritage Association, Champaign, IL.

*Looking Inward: Institutional Self - Assessment, Part II*, Technical Bulletin 29 (1997), by Patricia Miller. Reprinted with permission of the Illinois Heritage Association, Champaign, IL.

*Web Site and Discussion Group Resource List*, Technical Bulletin 30 (1998), by Stacy O'Daniel, Oklahoma Museums Association.

*The Agony and the Ecstasy: Developing an Annual Fundraising Program, Part I*, Technical Bulletin 31 (1998), by Carol Norris Vincent. Reprinted with permission of the author. Originally published by the Association of Indiana Museums, 1994-1995.

*The Agony and the Ecstasy: Developing an Annual Fundraising Program, Part II*, Technical Bulletin 32 (1998), by Carol Norris Vincent. Reprinted with permission of the author. Originally published by the Association of Indiana Museums, 1994-1995.

*Developing a Written Code of Ethics*, Technical Bulletin 33 (1999), by Patricia L. Miller. Reprinted with permission of the Illinois Heritage Association, 1996.

*Fundraising Readiness: How Does Your Agency Stack Up?* Technical Bulletin 34 (1999), by Brigitte Sarabi. Reprinted with permission of the Grantsmanship Center, 1997.

*Documenting Collections*, Technical Bulletin 35 (2000), by Diane Gutenkauf, Sally DeFauw, and Steph McGrath. Reprinted with permission of the Illinois Heritage Association (Technical Insert No.101, Sept.-Oct. 1999).

*AAM Guidelines on Exhibition Borrowed Objects*, Technical Bulletin 36 (2000), from the American Association of Museums, July 2000.

*Spread the News! Publicity Help from the Oklahoma Tourism and Recreation Department*, Technical Bulletin 37 (2000). Reprinted with permission of the Oklahoma Tourism and Recreation Department.

## **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 Books, Part 2* (1985), by Michael Edmonds.  
*Displaying Books* (1985), by Jim 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.  
*Vacuuming 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. Tom McKay and Deborah Kmetz of the Local History Office wrote the articles.

*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.

Additions or corrections to this list may be submitted to: Mary Turner, Illinois Association of Museums, 1 Old State Capitol Plaza, Springfield, IL 62701; fax 217/785-7937; email Mary\_Turner@ihpa.state.il.us.