

Arkansas Connecting to Collections Final Performance Report

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Narrative

The Project

The Preserve Arkansas Heritage Project is a cooperative project between the Arkansas State Parks, the Arkansas History Commission, the Arkansas State Library and Amigos Library Services to provide at least 25 one day site surveys to cultural institutions throughout the state and five free regional preservation workshops. The goal of the project is to get a basic understanding of the condition of physical collections throughout the state while providing free basic preservation training for those responsible for collections.

Overview of Activities

During the first part of the grant, the Advisory Board (consisting of representatives from each of the project partners) focused on how to properly disperse the site surveys and training across the state. The consensus was that the Arkansas Public Library Development Districts be used as a guide for dividing the state into five regions: Northeast, Southeast, Northwest, Delta and Central Arkansas. By dividing the state this way, it was hoped that both the surveys and training could be offered in weeklong increments to decrease the cost. It also would allow those institutions that received the survey to send someone to training without incurring excessive travel.

The online survey instrument developed in the first few months of the grant was based on the CAP (Conservation Assessment Program) grant and was effective in providing a snapshot of the applying institutions. The Advisory Board assisted in publicizing each round of surveying and was part of the process to decide which institutions would be chosen for a one day site survey. The Board's knowledge of the various institutions that completed the survey was key in choosing those that would most benefit from a site visit.

Before each site survey visit, a pre-survey was sent to the institution in order to collect basic information about the site such as age and type of building, specific types of collections, and availability of staff to meet with a surveyor. In addition, a Hobo data logger was sent to each institution with directions for use. When our consultant visited each institution, she was able to get environmental readings to include in the final survey report. A benefit of all this was that it allowed the consultant to spend extra time with certain institutions without the pressure of having to drive a long distance to complete the next survey.

The free class offered throughout the state was Introduction to Preservation Issues & Practices was held at the end of each survey week. This class was open to any institution to attend and attendance was only restricted by the physical limits of the class space. All of the class space was graciously donated to the project by the Arkansas State Parks which eliminated another possibly costly expense.

Site Surveys

In addition to a one day site visit, every institution that was selected for a site survey received a written survey report. Each report included specific information on their institution as well as recommendations for improving their collections care. Every report included information on: the building, building environment, temperature & relative humidity, light, housekeeping, collection condition, storage & shelving, exhibits, and disaster planning. Photographs of specific problem areas were included in the report so there would be documentation of any findings. The consultant would meet with staff members from each institution to talk about specific areas of concern as well as finding out specific information about the current preservation procedures.

occurred. Most institutions completed at least part of the pre-survey but one had never opened the package containing the Hobo until the consultant's visit. A couple of places did not understand why the survey of the building and collections took all day and wanted the consultant to leave after lunch. The final issue that occurred was that some staff at participating institutions saw the consultant as someone they could tell all their problems about their job, collection and/or institution.

For an example of one of the final site survey reports, please see Appendix VI.

Training

Our Introduction to Preservation Issues and Practices class was very well received (See a summary of the evaluations in Appendix IV). Unfortunately, the numbers were not what we had hoped to attract. We had been told by our board member from the Arkansas State Library that it was extremely difficult to get people to attend training outside the Little Rock area. Board members sent out multiple announcements about classes and Amigos utilized its online newsletter AmigosNow to spread the word about the free Arkansas training.

The training facilities were provided free of charge by Arkansas State Parks and were beautiful and functional training areas. Most facilities could have easily held 30 participants but our largest class was 23 students. In retrospect, if we could have provided the training class at the beginning of the week, we could have required that each institution must send a representative to the class in order to receive their free site survey. Fourteen of the 25 surveyed institutions did not have anyone attend the free training. Also, if a small fee would have been charged for the class, such as \$25, people who registered for the class might have felt a little more of an obligation to attend.

Overview

The Building & Building Environment

The majority of the institutions were in building that were built in the early twentieth century (1900-1950) and have had some sort of renovation. The three areas that continued to show up as problems were 1) vegetation; 2) roofing and foundations; and 3) windows. Landscaping around the buildings was often very pretty but was too close to the building itself and was a contributor to either insect or other pest problems. Often the grading of the landscape was contributing to ongoing water problems. Leaking roofs and foundations also caused problems. Regardless of the type of roof (pitched, flat, etc) or foundation (slab, beamed, or basement) 21 institutions had some sort of water issue either related to the integrity of the roof or foundation noted in their survey report. Window problems were more prevalent than expected. Casing deterioration and glazing issues were the second largest building problem discovered.

Temperature & Relative Humidity

All but three institutions had some sort of HVAC although some were quite old. The larger problem was the absence of any sort of control for the relative humidity of the institution. Four institutions were doing some sort of environmental monitoring but in two of those instances the environment was controlled only in the exhibit area. The use of HOBOS during the site survey was essential to showing the various institutions just how much variation in temperature and humidity was occurring.

Light

Large windows in cultural institutions were the norm through the state. Although some institutions were covering windows in exhibit spaces and had instituted a practice of turning off lights in storage areas when they weren't in use, many places still had windows with no shades in their collection processing areas. UV filters for overhead lights were a constant suggestion. Light damage of collection, especially photographs, was documented for the site surveys and

suggested.

House Keeping

Housekeeping in the institutions was generally very good on the inside although a reminder to monitor window sills and baseboards for insect activity was given. Most housekeeping issues dealt with remnants of insects or pest activity such as cobwebs or birds' nests that needed to be removed.

Storage & Shelving

Storage space is an issue for every institution. However a couple of newer institutions, like the [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] currently are doing okay with space simply because they have controlled the size of their collections. Affordable acid-free supplies are an issue for institutions that have little funding for collection care. Several institutions have invested in compact storage and are working toward moving their collections into appropriate boxes. However, many of the institutions have wooden storage shelves. Information was included in the site surveys on how they can provide a barrier to protect items from off-gassing.

Exhibits & Collection Care

Perhaps the biggest issue that affected collection care in the state was that fact that almost every institution had something that was on permanent exhibit. The importance of rotating exhibits is something that was covered in every site survey. Collection damage due to improper exhibiting was documented and institutions were pointed to information to assist them in the future. Light damage was the most prevalent problem although some items (mostly textiles) were damaged due to improper mounting techniques. Some small institutions had their entire collection on display or had certain items that had been exhibited in excess of 30 years. The concept of rotating exhibits was worrisome to several institutions who were concerned about the political backlash from removing things from exhibit. This was especially true in small communities where prominent people had donated specific items.

Development of a collection policy is another important item that was missing from the majority of institutions. One institution had been given a tree trunk and another accepted a collection of 2,000 salt and paper shakers while our surveyor was on site. Both of these examples were outside the collection area of the institution. We tried to impress upon the institutions that having a collection policy will be helpful in solving problems in the acceptance of future donations.

The absence of an accurate inventory is another issue for most institutions and the importance of an inventory as part of an effective disaster plan was emphasized. Although about half of the institutions did have a disaster plan of some sort, it was emphasized that it needed to be up to date and have specific information concerning the types of collection items. Institutions were pointed to specific resources for recovery of potentially toxic items such as taxidermy specimens. A copy of the Amigos disaster plan template was also provided to institutions.

Funding Issues

Perhaps the greatest barrier to improve collection care is a lack of funds. Arkansas is a poor state and although the cost of living is low, there are problems attracting experienced cultural heritage professionals to the area. The collections we visited were being cared for to the best knowledge of the staff that were often volunteers and usually had no formal collection care or preservation training. Many of the organizations relied heavily on volunteers just to keep their doors open to the public. A specific example of an institution that illustrated the dedication of many of these people to the history of Arkansas was the [REDACTED] [REDACTED] [REDACTED] [REDACTED]. Open six days a week with approximately ten to twelve thousand visitors a year, the institution is run primarily by a group of dedicated

their 70s and 80s who scavenge scrap metal from various resources. Institutions like this are unfortunately not going to be helped much by a [REDACTED] [REDACTED] when the repair and upkeep of a [REDACTED] [REDACTED].

Outcomes

The Project Partners were happy with the number of site surveys and workshops completed although we had hoped for more people to take advantage of the free training. Only 11 of the 25 institutions that received a site survey sent a representative to the free training. However, the 61 trainees that we did have represented 36 unique institutions so the project did reach 50 total unique institutions throughout Arkansas. This is double the amount that we expected.

The workshop evaluation responses were very positive but the most exciting news came from a short post-project survey that asked if they or their institution had changed the way that collections were worked with based on information from either the workshop or the site survey. Surveys were sent to the main contacts at the institutions receiving site surveys as well as each individual attending the training. We had a 24% response rate with 63% of respondents noting that had a site survey and 68% had attended the training. Although this does show some overlap, we were most excited that 82% of respondents reported that they were doing something different because of the project! Of those that were doing something differently, 61% added a notation of what they were doing. A summary of these responses can be found in Appendix V.

Next Steps

Unfortunately, many of the issues that motivated Amigos Library Services to apply for the grant on behalf of Arkansas still exist. A shortage of staff and an abundance of work in Arkansas make any large grant applications that would need to be administered by the state unlikely. Throughout Amigos' work on this project, smaller institutional grants have been promoted. Opportunities like the National Endowment for the Humanities Preservation Assistance Grants for Smaller Institutions would allow many of the institutions to buy supplies that they would not otherwise be able to afford. Amigos hopes to continue to work with institutions to take advantage of the Arkansas Sesquicentennial of the Civil War which takes place from 2011-2015 to find alternative funding sources. The Imaging & Preservation Service of Amigos is able to provide free grant writing assistance due to funding from the National Endowment for the Humanities. Amigos also plans to continue an active outreach to the institutions that were involved in the project and hopes to build on these relationships to reach more institutions and provide them with more information about the basics of collection care.

Conclusion

Amigos Library Services would like to take this opportunity to thank the Institute for Library and Museum Services for awarding the Connecting to Collections Planning Grant for Arkansas to us for our Arkansas partners. We realize that this was not a normal situation for this grant but we hope that our work and ongoing commitment to the cultural institutions of Arkansas will provide a precedent for others to work on behalf a state when the state itself lacks the resources to administer the grant.

Appendix I – Advisory Board Members

<p>Ben Swadley Director, Plantation Agriculture Museum Arkansas State Parks One Capitol Mall Little Rock, Arkansas 72201-1013 Tel: [REDACTED] Website: www.arkansasstateparks.com</p>	<p>Dr. Wendy Richter Director and State Historian Arkansas History Commission One Capitol Mall Little Rock, Arkansas 72201-1013 Tel: [REDACTED] Website: www.ark-ives.com</p>
<p>Deborah N. Hall Coordinator of Grants Arkansas State Library One Capitol Mall, 5th floor Little Rock, Arkansas 72201-1013 Tel: [REDACTED] Website: www.asl.lib.ar.us</p>	<p>Lynn Ewbank Archivist Arkansas History Commission One Capitol Mall Little Rock, Arkansas 72201-1013 Tel: [REDACTED] Website: www.ark-ives.com</p>
<p>Dwain Gordon Associate Director for Library Services and Development Arkansas State Library One Capitol Mall, 5th floor Little Rock, Arkansas 72201-1013 Tel: [REDACTED] Website: www.asl.lib.ar.us</p>	<p>Gina Minks Imaging and Preservation Service Manager Amigos Library Services 14400 Midway Road Dallas, TX 75244-3509 Tel: [REDACTED] Website: www.amigos.org</p>

Appendix II -- Site Surveys Conducted**Little Rock Region**

Organization	City	Contact	Date of Survey
Pope County Historical Foundation	Pottsville	Pamela Scarber	10/26/2009
UA Medical Sciences Library, History of Medicine Collection	Little Rock	Amanda Saar	10/27/2009
Old State House Museum	Little Rock	Jo Ellen Mack	10/28/2009
Grant County Museum	Sheridan	DJ Wallace	10/29/2009

Lake Fort Smith Region

Organization	City	Contact	Date of Survey
Prairie Grove Battlefield State Park	Prairie Grove	Alan Thompson	12/14/2009
Clinton House Museum	Fayetteville	Kate Johnson	12/15/2009
Fort Smith Historical Society / Fort Smith Museum of History	Fort Smith	Carole Barger Leisa Gramlich	12/16/2009
Clayton House Museum	Fort Smith	Martha Siler	12/17/2009

Mountain View Region

Organization	City	Contact	Date of Survey
The Old Independence Regional Museum	Batesville	Twyla Wright	2/23/2010
Norma Wood Library at ASU – Mountain Home	Mountain Home	Eileen Burg	2/24/2010
Bull Shoals – White River State Park	Bull Shoals	Julie Lovett	2/25/2010

Powhatan Region

Organization	City	Contact	Date of Survey
Delta Cultural Center	Helena	Katie Harrington	7/12/2010
Cross County Historical Society	Wynne	Michelle Slabaugh	7/13/2010
Jacksonport State Park	Newport	Angela Jackson	7/14/2010
Randolph County Heritage Museum	Pocahontas	Karen Parish	7/15/2010
Powhatan Historic State Park	Powhatan	Corinne Fletcher	7/17/2010

Appendix II -- Site Surveys Conducted -- page 2

Bismarck Region

Organization	City	Contact	Date of Survey
Sevier County Museum	De Queen	Karen Mills	7/26/2010
Nevada County Depot and Museum	Prescott	Gail Young Louise Phillips	7/27/2010
South Arkansas Historical Foundation	El Dorado	Diane Alderson Patrick Hotard	7/28/2010
Ouachita Baptist University	Arkadelphia	Phyllis Kinnison	7/29/2010
Cotton Belt Rail Historical Society	Pine Bluff	Elizabeth Gaines	7/31/2010

Final Surveys

Organization	City / Region	Contact	Date of Survey
Drew County Historical Museum & Archives	Monticello (Mountain View)	Sheilla Lampkin	8/23/2010
Pine Bluff/Jefferson County Historical Museum	Pine Bluff (Bismarck)	Sue Trulock	8/24/2010
Huie Library, Henderson State University	Arkadelphia (Bismarck)	David Sesser	8/25/2010
Plantation Agriculture Museum	Scott (Little Rock)	Randy Noah	8/26/2010

Total Number of Surveys Conducted: 25

Appendix III -- Workshop Locations, Dates and Attendance

City	Venue	Date	Number Attending
Scott	Plantation Agricultural Museum	10/30/2009	11
Mountainburg	Lake Fort Smith Park	12/18/2009	23
Mountain View	Ozark Folk Center	2/26/2010	10
Powhatan	Powhatan Historic State Park	7/16/2010	12
Bismarck	DeGray Lake Resort State Park	7/30/2010	5
		Total	61

Institutions with Representatives Attending a Workshop

Arkansas Department of Parks and Tourism	Henderson State University**
Arkansas State University - Jonesboro, Museum	Hendrix College
Arkansas State University - Newport Library	Lake Fort Smith State Park**
Arts & Science Center for Southeast Arkansas	Lyon College
Baxter County Library	Mosaic Templars Cultural Center
Central Baptist College	Museum of the Arkansas Grand Prairie
Clayton House**	Old Independence Regional Museum**
Clinton House Museum**	Ouachita Baptist University**
Cotton Belt Rail Historical Society Inc.**	Powhatan Historic State Park**
Crawford County Library System	Rogers Historical Museum
Cross County Historical Society**	Saline County Library
Crowley Ridge Regional Library	University of Arkansas at Fayetteville
Delta Cultural Center**	University of Arkansas at Fayetteville Library
Dollarway Public Schools	University of Arkansas at Little Rock, School of Business
Fayetteville Public Library	University of Arkansas for Medical Sciences Library**
Fort Smith Historical Society**	University of Arkansas School of Law
Fort Smith Museum of History**	Williams Baptist College
Grant County Museum**	

** Institution that also received a site survey.

Appendix IV -- Summary of Workshop Evaluation Responses

Question	Responses			
Indicate your knowledge/skill level prior to this course.	Expert 5.08% (3)	Above Average 22.03% (13)	Average 38.08% (23)	Beginner 33.90% (20)
The general level of instruction was:	Too Advanced 0	Appropriate 100% (59)	Too Elementary 0	
The time allotted for the course was:	Too much 0	Adequate 100% (59)	Too Little 0	
The course covered the stated objectives.	Strongly Agree 61.02% (36)	Agree 37.29% (22)	Neutral 1.69% (1)	Strongly Disagree 0
Handouts/materials were relevant	Strongly Agree 64.41% (38)	Agree 33.9% (20)	Neutral 1.69% (1)	Strongly Disagree 0
The activities and exercises reinforced learning.	Strongly Agree 61.02% (36)	Agree 37.29% (22)	Neutral 1.69% (1)	Strongly Disagree 0
The course content was presented in a clear and understandable manner	Strongly Agree 72.41% (42)	Agree 27.59% (16)	Neutral 0	Strongly Disagree 0
The instruction occurred in a logical sequence.	Strongly Agree 76.27% (45)	Agree 27.59% (13)	Neutral 0	Strongly Disagree 0
The presenter was organized.	Strongly Agree 77.97% (46)	Agree 15.25% (9)	Neutral 6.78% (4)	Strongly Disagree 0
The presenter was knowledgeable.	Strongly Agree 86.21% (50)	Agree 13.79% (8)	Neutral 1.69% (1)	Strongly Disagree 0
Methods of instruction were useful/effective.	Strongly Agree 57.63% (34)	Agree 38.98% (23)	Neutral 1.69% (1)	Strongly Disagree 0
Indicate your knowledge/skill level after this course.	Expert 1.79% (1)	Above Average 53.57% (30)	Average 35.71% (20)	Beginner 8.93% (5)

Categories of Attendees at Workshops

Title	Number	Title	Number
Archivist	5	Interpreter	3
Assistant/Associate Director - Library	2	Librarian	8
Assistant/Associate Director - Museum	2	Paraprofessional, Library	4
Board Member	5	Paraprofessional, Museum	2
Curator	12	Parks and Recreation Staff	2
Director - Library	2	PR / Special Events	2
Director - Museum	3	Registrar	3
Historian	3	Student	1
		Other / Unknown	2

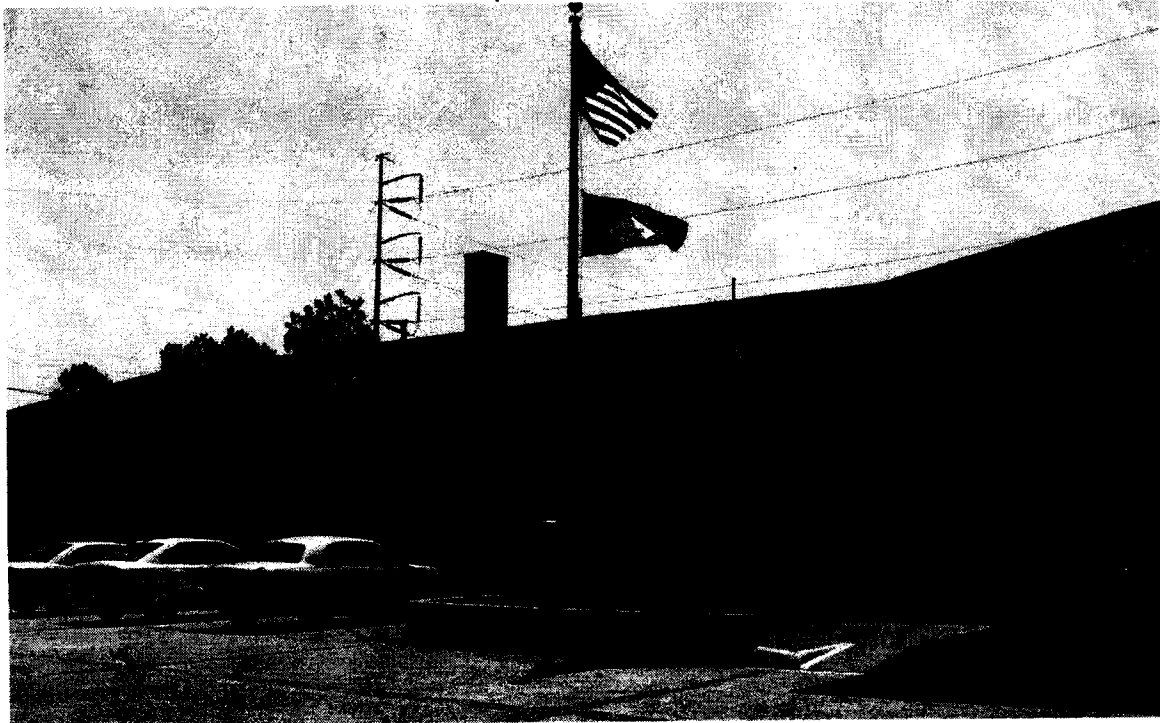
Appendix V – Summary of Final Survey Answers

Question: Have you or your institution changed the way you work with your collections based on information learned from either the site survey or the *Introduction to Preservation* class?

- We have removed acidic boxes, removed non-archival materials and moved boxes off the top shelf. We have started fans to circulate air and dehumidifiers to help with moisture problems. We had the door re-keyed to limit access, and relocated non-archival book repair from the room.
- The object artifacts are being transferred from cardboard boxes to appropriate acid free archival boxes for objects storage. There is some structural repair to the museum itself that is to be completed in the near future.
- Keeping the thermostat at a constant temp. Checking for bugs and mold. Ripping out carpet.
- Temperature control. Humidity control. Picture preservation.
- Doing the following:
 1. Placed museum on a controlled heat/cool temperature with the use of programmable thermostats.
 2. We are isolating donations for 72 hours prior to placing them in exhibits.
 3. Sealed our wooden shelves with polyurethane.
 4. Original newspaper pictures have been replaced with copies to be placed in the archives.
 5. Replaced fluorescent bulbs with incandescent in specific areas.
 6. Moved all taxidermy specimens behind a railing.
 7. Add a new roof to one specific building.
- We are working on changing some of our lighting. We are working on the care of paper. We are monitoring more carefully the temp and the pest control.
- We have closed drapes and removed old carpets – preliminary steps.
- We are much more conscious of the lighting in the rooms. We've also tried to incorporate many of the suggestions into our long-range plans as we aren't able to do everything at once.
- Case lighting. Storage.
- We are monitoring the environment better and getting rid of old books that were helping to cause mold. We cleaned up the room that had active mold and are observing it carefully in case the mold tries to return. We are working on the backlog of collections on a regular basis.
- We have moved all of our artifacts to a different room, less humid and totally dark. We have started logging our artifacts using the Past Perfect software. We are only accepting donations and artifacts relevant to this park.

PRESERVATION SITE SURVEY REPORT

for



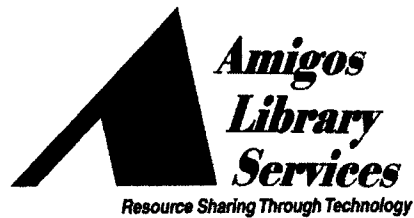
Submitted by:

Rebecca Elder

Adjunct Preservation Field Services Officer

Amigos Library Services

September 17, 2010



On August 24, 2010 Rebecca Elder, Amigos Adjunct Preservation Field Services Officer visited the [REDACTED] to conduct a site survey and staff interviews relating to preservation management. The site visit included a physical structure survey, a general collection assessment overview, an examination of preservation staffing and activities, and interviews with staff representing a number of different departments on disaster planning, security, and preservation management issues at the institution.

Sections II - VIII of this report describe the present state of the institution in terms of its physical structure, the overall condition of the collections, current preservation activities, and disaster planning. Included in each section is advice on correcting problems and/or advocacy for specific policies and procedures. Section VIII, Future Options for Preservation Management, is concerned with setting achievable goals and objectives to most effectively and efficiently maintain the collections, and can aid the library in setting both short- and long-term goals.

II. The Building

The building is the first defense against the outside environment and all the potential hazards: weather, pests, water, pollutants, etc. Maintaining the roof, foundation, building seams, gutters, drains, will better your investment in preserving the building and the contents within.

The [REDACTED] is housed in a train depot which was built in 1906. There were substantial renovations in the 1980s prior to the museum occupying the building. The one story structure is fairly small and structurally sound with a pitched roof. The roof was replaced in 2001.

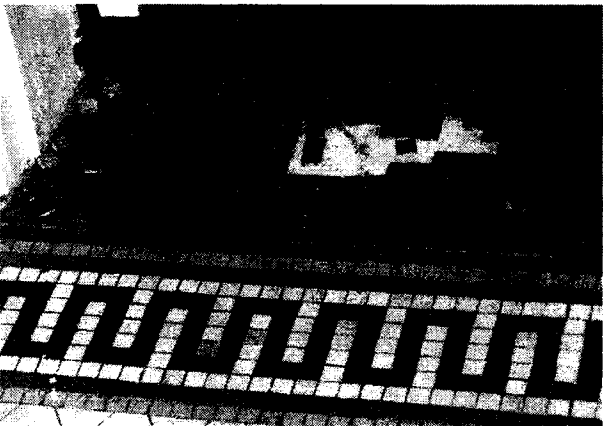


Figure 1: Tile floor in need of repair

Recommendations:

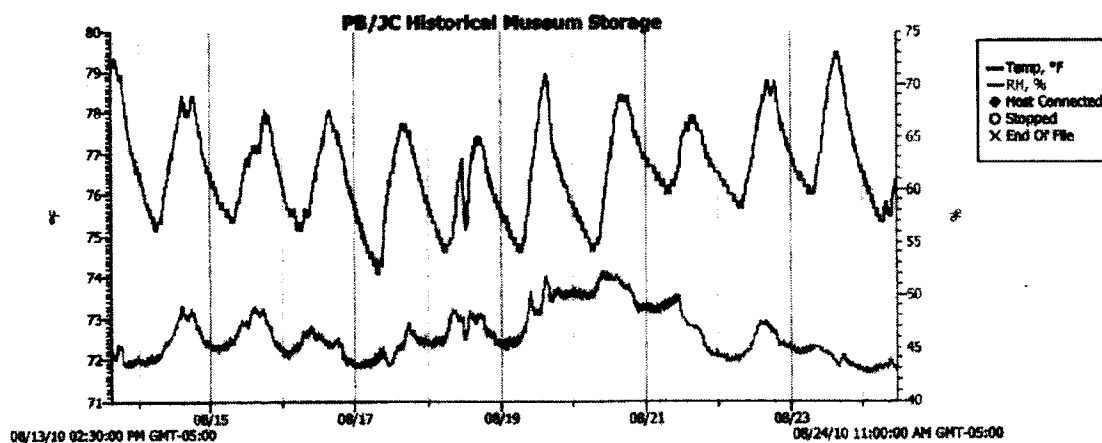
1. Remove the blacksmith's shop building in the parking lot.
2. Repair the door on the State Street side of the building.
3. Clean the insect debris on the exterior of the building.
4. Repair the concrete at the base of the building on the track side of the building and under the windows on the Alabama Street side of the building.
5. Repair the tile floor where needed.
6. Repair the storm damage to the shingles on the roof.

Temperature, relative humidity, pollution, and light all have a great impact on the rate of deterioration of library collections. They increase deteriorating chemical reactions, mold, warping, insect infestation, fading, and embrittlement. A good building environment will insure the longevity of your collections.

A. Temperature and Relative Humidity

The Heating, Ventilating, and Air Conditioning (HVAC) unit(s) is an important component to a good building environment. The current HVAC units are four compressor units. Two were installed in 2008, one in the 1980s and one in the 1990s. The unit has only temperature control and runs 24 hours, 7 days a week, 365 days a year. The system does not offer dehumidification and was not designed for humidification. As there is no control in the HVAC system over the relative humidity, the indoor RH will vary, following the outdoor RH. During the winter, however, the use of heat can significantly lower the indoor RH. The only sure way to determine the performance of the HVAC is through initiating an environmental monitoring program.

The institution does not currently keep records of daily temperature and relative humidity levels. A datalogger measured temperature and relative humidity from 74°-79° and from 42-52% RH. Results are attached as Exhibit A. Temperature is high and unstable, while relative humidity is at an acceptable level, but unstable.



Recommendations:

1. Implement an environmental monitoring program. Four dataloggers should be purchased. One should be placed in the director's office/archives, one in the storage area, and two in galleries on either end of the building. Once data has been collected for several months, discuss the results with the HVAC contractor to work towards stabilizing the readings.
2. Consult with a different HVAC contractor about the problems cooling the archives and storage areas.
3. Check building seals regularly to ensure that caulk and weather-stripping do not need to be replaced.

B. Light

All visible light can quickly damage library and museum materials and can cause fluctuations in temperature and humidity as well. Light levels were monitored on the day of the visit and found to be generally acceptable, although there were small pockets where the light levels are too high, notably on the right side of the costume exhibit and over the World War I stereopticon cards.

Recommended light levels for libraries and museums are displayed in the chart below:

<i>Type of Space</i>	<i>Light Level Range</i>
Storage	10-50 lux (1-5 fc)
Display	50-150 lux (5-15 fc)
Reading/work areas	300-600 lux (30-60 fc)

Recommendations:

1. Use a darker curtain in the upper window on the right of the clothing exhibit to help control light levels.
2. Place UV filtering shields over fluorescent bulbs in any areas where collections materials are stored.
3. Keep lights off when areas are not in use. Consider placing the War Room on a motion sensor to reduce light damage on the Civil War flag.
4. Purchase a light meter to help ensure that light levels remain at appropriate levels.

C. Housekeeping, Pests and Mold

Housekeeping, pests and mold are closely interrelated issues. Good housekeeping is one of the best ways to prevent pests and mold. The museum has had no major pest infestations and no mold outbreaks to their knowledge. They believe that there may be mold somewhere in the building, and a few rolls of moldy microfilm were found in the archives.

Recommendations:

1. Implement a pest monitoring program with sticky traps to help discover increases in pest activity before they become problematic.
2. Run the fans in the director's office and storage areas at all times to increase air circulation and help prevent mold growth in the areas that have less air conditioning.
3. Dust the boxes in the storeroom

Collection Condition

This section of the report is not intended to provide an item-by-item evaluation, but to provide a summary of the general condition of the collections, the damage most characteristic of the institution's collections, storage, and handling practices. Any special, rare, or unique items that require conservation treatment should be identified and evaluated by a conservator. See the List of Appendices for information on how to identify and select a conservator.

The collection contains approximately 20,000 items. As might be expected from a collection comprised primarily of donations, there is a wide variety of conditions, from very poor to excellent. The most vulnerable segments of the collection appear to be the textiles and the paper.



Figure 2: [REDACTED]. Note water damage and poor framing.

Recommendations:

1. Conserve the [REDACTED] and reframe it with preservationally sound materials.
2. Humidify and flatten the rolled documents prior to placing them in the new map cabinet.
3. Migrate the collection records to the new PastPerfect software.
4. A large collection of World War I stereo cards are available for patrons to use, subjecting them to increased risk of damage or loss. Consider creating surrogates for this collection so that the images remain accessible while not using the original materials.

Standard metal shelving with a powder-coated finish is recommended. Certain paint applications and wood furniture are known to off-gas damaging pollutants such as formaldehyde; this off-gassing can stain books and hasten their deterioration. Museum objects are best stored in museum cabinets.

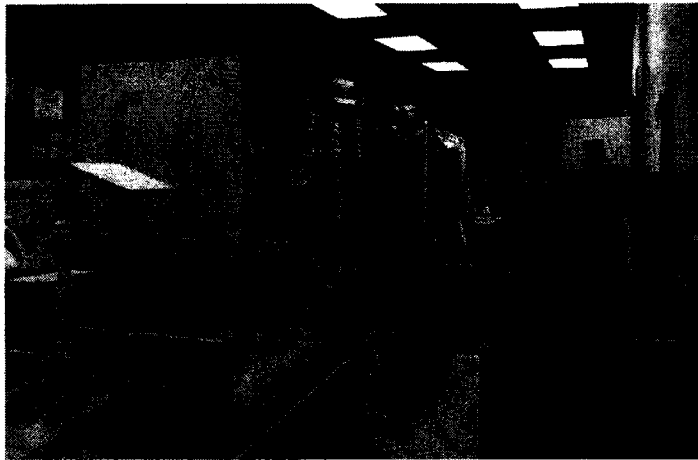


Figure 3: Crowded storage area

Recommendations:

1. The storage space is too small. In the near future, expansion will be needed. Possible options include an offsite storage locker and putting an annex building in the parking lot; however the best solution is probably a donated building near the museum.
2. Place the scrapbooks in boxes and store flat.
3. Replace the acidic boxes in the archives and storage area. Purchase a pH testing pen to help determine which boxes to replace.
4. Work on removing unnecessary materials from the collection.
5. Place flat materials stored in the map case into map files.

VI. Exhibits

Exhibits are a crucial function of museums and many libraries, but care must be taken that artifacts are not damaged when on display. Exhibits should have low light levels (between 50-150 lux). Cases should be made of non-damaging materials and the environment in cases should be monitored. Artifacts should also be rotated frequently.



Figure 4: Civil War flag with warped plexi-glass.

Recommendations:

1. Replace original photographs and newspapers on display with copies.
2. Repair the case for the Jefferson Guards Flag.
3. Place a dark backing behind the war bond posters hanging in the windows to protect from light damage.
4. Rotate the costumes two times per year.

VII. Disaster Planning

Developing and implementing a Disaster Preparedness and Recovery Plan for protecting and salvaging collections materials in the event of a disaster should be considered a priority. To be practical and useable, the plan should include specific information (descriptions/instructions) on activities staff must undertake in the event of an emergency. The plan should include a list of suppliers and disaster recovery resources. Local resources such as hardware stores, plumbers, and paper suppliers should be included along with those resources that would be needed in a major disaster recovery effort. The most important phone numbers and contacts in both the library and/or archive should be located at the very front of the report. Other "secondary" phone numbers can be included in the rest of the report or in appendices.

Recommendations

1. Create a disaster plan for the museum.
2. Stockpile disaster supplies so they are available immediately, should they be needed.
3. Walk the building once a month looking for possible safety hazards and repairs that need to be made.

VIII. Future Options for Preservation Management

There are a number of available options for expanding and structuring the institution's preservation program. Many of the recommendations made in this report require relatively little or no cost to implement; rather, they entail changes in practices and policies. However, some will require more planning and financial investment. Possible short- and long-term goals are listed below.

Short-Term Goals:

1. Implement the environmental and pest monitoring programs.
2. Place UV filtering tubes on fluorescent bulbs in collections areas.
3. Create a disaster plan for the museum.
4. Repair the flag case.
5. Replace the original photographs and newspapers on display with copies.

Long-Term Goals:

1. Acquire more storage space.
2. Conserve the [REDACTED].
3. Migrate the accessions database to PastPerfect.
4. Repair the tile floor. Contact the Arkansas Historic Preservation board for recommendations on vendors.
5. Replace the acidic boxes in the archives and storeroom as needed.