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# Disaster and Preservation Planning Workshops

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**Society of American Archivists  
Beyond Borders: San Diego 2012**

**Session 605**

**Inside and Out:  
NEH Preservation Assistance Grants  
for Smaller Institutions**

**Kyle Ainsworth**

**August 11, 2012**

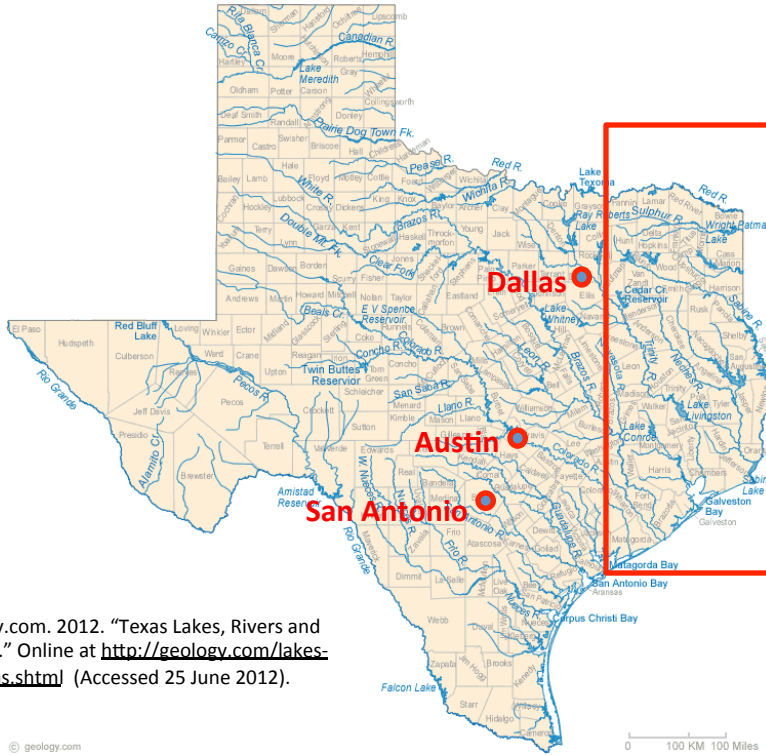
# **Disaster and Preservation Planning Workshops**

**May 14 – 17, 2012**

**Kyle Ainsworth**

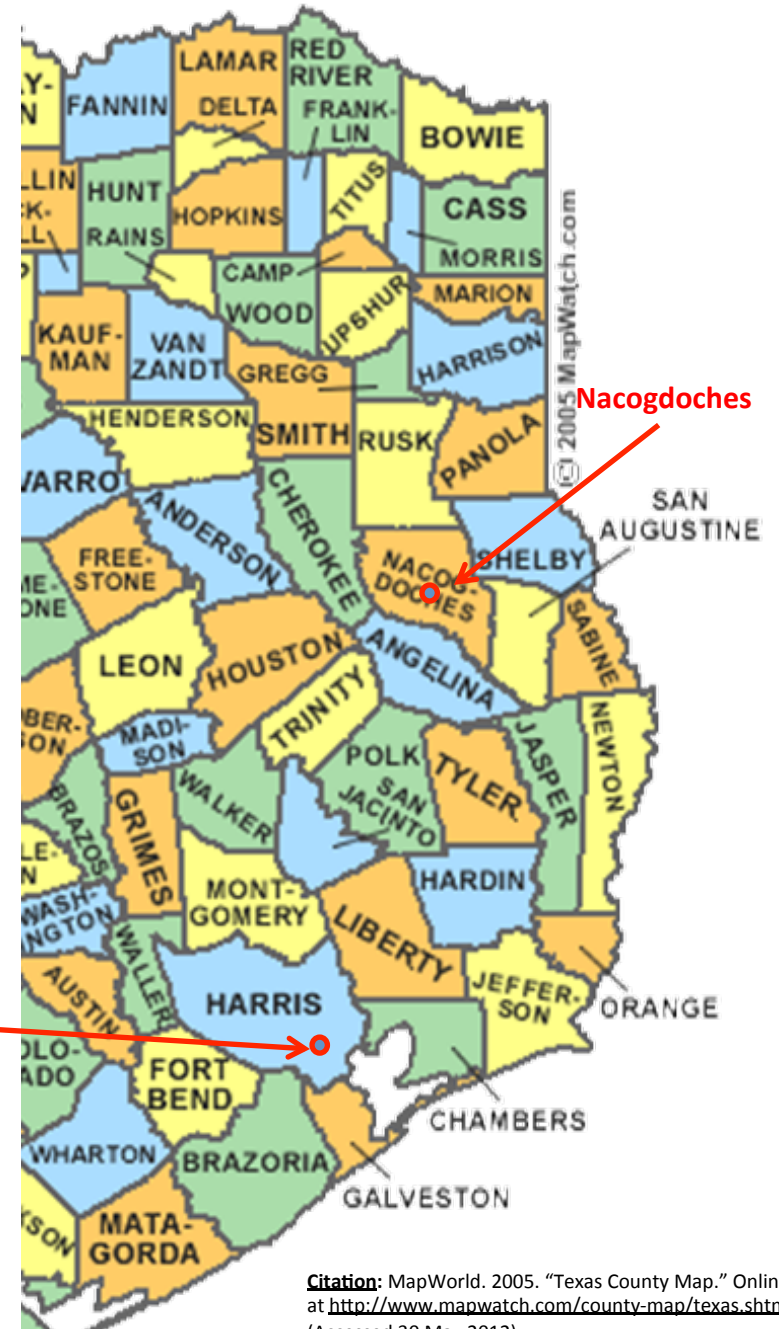
**Stephen F. Austin State University**

**Nacogdoches, TX**



**Citation:** geology.com. 2012. "Texas Lakes, Rivers and Water Resources." Online at <http://geology.com/lakes-rivers-water/texas.shtml> (Accessed 25 June 2012).

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# East Texas

City	Driving Distance (miles) from Nacogdoches
Houston	140
Dallas	180
Austin	275
San Antonio	325

Houston

**Citation:** MapWorld. 2005. "Texas County Map." Online at <http://www.mapwatch.com/county-map/texas.shtml> (Accessed 30 May 2012).

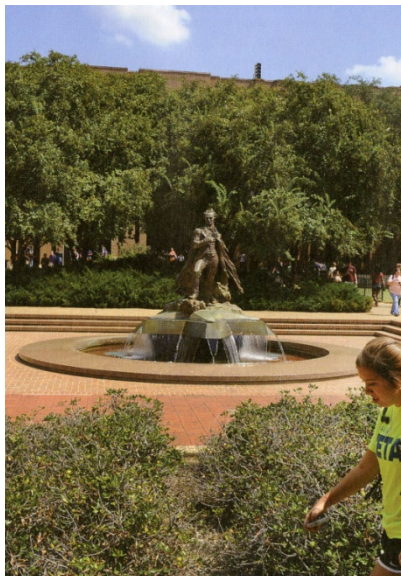


# Stephen F. Austin State University



## Quick Facts

- Chartered 1917, ground broken in 1921, first classes in 1923.
- 82 bachelor, 40 masters, and 3 doctoral programs in six colleges: Business, Education, Fine Arts, Forestry and Agriculture, Liberal and Applied Arts, Sciences and Mathematics.
- Enrollment: 13,000
- Website: [www.sfasu.edu](http://www.sfasu.edu)



**Mission Statement:** Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.

Clockwise from the upper left: SFA football players (credit: Hardy Meredith); the renovated university entrance; graduation; "Surfing Steve" statuary fountain. Images 1, 2 and 4 are from *Sawdust*, the alumni magazine.

# East Texas Research Center



## Sub-Departments

- Archives & Special Collections
- University Archives and Records Management
- Digital Archives
- Regional Historical Records Depository (inactive county records of 8 neighboring counties)

## Staff

4 archivists, 1 cataloger, 1 office manager  
4-6 student workers

## Main Users

Genealogists  
General Public

SFA Students and Faculty  
Oil, Land and Gas Workers

**Mission Statement:** To collect, preserve and provide physical and virtual access to East Texas' unique cultural history.

## Access

Website: <http://library.sfasu.edu/etrc/>

Reading Room: Open 6 days/week

Finding Aids: More than 400 uploaded.

## Major Collections

Business/Organizational	Maps
University Archives	Books
County Records	Political
Digital Archives	Photographs
Oral History	Forestry



# Conceptualization

- **What are the grant topics the NEH funds?**
- **What audience will the grant serve?**
- **What does the audience have in common?**
- **What topic would best address these issues?**
- **What is the purpose of the grant?**
- **Who will implement the grant program?**
- **Is there a benefit to the general public?**
- **Why will the NEH choose to fund this grant over others?**

# Implementation

## Publicity/Marketing

- **Workshop website and Registration Page**
- **135 postcards to people & organizations in neighboring 25 counties**
- **Facebook and Twitter posts by ETRC and the library staff**
- **Featured marketing on the library webpage**
- **Mention in the SFA university email listserv *SFA Today***
- **Two press releases – one for the workshop series and a second for the public programs**
- **Two emails reminding organizations on the postcard mailing list to register**
- **KTRE news report on the evening news and website article.**
- **The ETRC office manager e-mailed information to the Texas Association of Museums and other regional museum associations one week before the workshop.**



# Website & Registration Pages

## Disaster and Preservation Planning Workshops

May 14 – 17, 2012

Hosted by the East Texas Research Center  
R. W. Steen Library, Stephen F. Austin State University  
Presented by Donia Conn  
Northeast Document Conservation Center  
Funded by the National Endowment for the Humanities

The East Texas Research Center is pleased to host a series of FREE workshops that address some of the challenges cultural heritage institutions face with disaster and preservation planning. The workshops will not only increase participants' awareness of the importance of disaster and preservation planning, but also encourage networking and cooperation when it comes to planning and implementation.

[Click Here for Registration Form](#)

### Workshop 1: Preservation Planning

This workshop looks at the basics of preservation: planning and risk assessment, the nature of specific materials, agents of deterioration, preservation methods, collection storage, and collection display.

### Workshop 2: Preservation of Extraordinary Materials

This workshop is an introduction to the preservation of three common archival paper formats: oversize paper artifacts, scrapbooks and photographs. It includes discussion of the history, production and variation within each medium, as well as their associated preservation problems.

### Workshop 3: Disaster Planning

This workshop covers emergency preparedness, fire protection, security, integrated pest management, mold, and environmental control. It looks at preventive strategies as well as means to monitor and control these issues if they do occur.

### Workshop 4: Disaster Recovery

Disaster recovery focuses on the steps that should be taken following a response to a disaster and the rehabilitation of building and collections. Hands-on salvage of wet collections familiarizes participants with the various salvage techniques employed for different media. Case studies review lessons learned from small emergencies as well as large disasters. This workshop will also feature a discussion of how to sync institutional disaster plans with state and federal disaster procedure. **(This Workshop is limited to 20 participants per session)**

### Workshop 5: Public Program

Attendees learn about organizing important family items. Discussion will focus on the preservation of papers, photos, and other family treasures so future generations can appreciate your family's experiences, heritage, and history. Examples will be shown of the safe display, storage, and care of some of the most common items in family collections. Participants are encouraged to bring items for examination and discussion. The same workshop will be presented on both days.

### Workshop Location

Workshops 1-4 will be located in the Wyatt Room (1<sup>st</sup> Floor, behind the elevators), Ralph W. Steen Library, 1936 North Street., Nacogdoches, TX 75962

Workshop 5 will be located at Durst-Taylor House, 304 North St. Nacogdoches, Texas 75961. <http://www.ci.nacogdoches.tx.us/departments/dtmuseum.php>

### Parking

Please visit the Parking Services office in the Wilson Parking Garage off Wilson Drive to obtain a visitor's parking pass.

### Campus Map

Library is #40  
Parking Services Office, Wilson Parking Garage is #58  
[http://www.sfasu.edu/documents/sfasu\\_campus\\_map.pdf](http://www.sfasu.edu/documents/sfasu_campus_map.pdf)

### Meals

Beverages will be provided. Participants will be responsible for their own lunch.

### Campus Map

Library is #40  
Parking Services Office, Wilson Parking Garage is #58  
[http://www.sfasu.edu/documents/sfasu\\_campus\\_map.pdf](http://www.sfasu.edu/documents/sfasu_campus_map.pdf)

### Meals

Beverages will be provided. Participants will be responsible for their own lunch.

## Schedule of Events

### Monday, May 14

Workshop 1 (Lunch 12-1) (Library - Wyatt Room) 9:00am-5:00pm  
ETRC Tour (Library - ETRC) 5:00pm-6:00pm

### Tuesday, May 15

Workshop 2 (Lunch 12-1) (Library - Wyatt Room) 8:00am-4:00pm

### Tuesday, May 15

Workshop 5 (Durst-Taylor House Visitor's Center) 6:00pm-8:00pm

### Wednesday, May 16

Workshop 3 (Lunch 12-1) (Library - Wyatt Room) 8:00am-4:00pm

### Wednesday, May 16

Workshop 5 (Durst-Taylor House Visitor's Center) 6:00pm-8:00pm

### Thursday, May 17

Workshop 4\* (Lunch 12-1) (Library - Wyatt Room) 9:00am-5:00pm  
ETRC Tour (Library - ETRC) 5:00pm-6:00pm

\*This Workshop is limited to 20 participants.

[Click Here for Registration Form](#)

For Additional Information, Please contact:

### Kyle Ainsworth

Special Collections Librarian  
East Texas Research Center  
Stephen F. Austin State University  
Telephone No.: 936-468-1590  
E-mail: [ainsworth@sfasu.edu](mailto:ainsworth@sfasu.edu)

## Disaster and Preservation Planning Workshop Registration Form

### Attendee Information

Fields marked with \* are required.

Name\*   
Institution affiliation\*   
Phone\*   
Email\*

Please choose from the following workshops: (multiple selections are allowed)

### Monday, May 14

Workshop 1 Library - Wyatt Room 9:00 am - 5:00 pm (Lunch 12-1)  
 ETRC Tour Library - ETRC 5:00 pm - 6:00 pm

### Tuesday, May 15

Workshop 2 Library - Wyatt Room 8:00 am - 4:00 pm (Lunch 12-1)

### Tuesday, May 15

Workshop 5 Durst-Taylor House Visitor's Center 6:00 pm - 8:00 pm

### Wednesday, May 16

Workshop 3 Library - Wyatt Room 8:00 am - 4:00 pm (Lunch 12-1)

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### Thursday, May 17

Workshop 4 Library - Wyatt Room 8:00 am - 4:00 pm (Lunch 12-1)  
 ETRC Tour Library - ETRC 5:00 pm - 6:00 pm

[Privacy and Security Policy](#)

# Postcard

## Disaster & Preservation Planning Workshops

May 14-17, 2012

Hosted by the East Texas Research Center  
Stephen F. Austin State University

*Funded by the Nation Endowment for the Humanities*

Disaster and preservation planning are challenges faced by many cultural heritage institutions (like yours) in East Texas. The East Texas Research Center is proud to announce a weeklong series of disaster and preservation planning workshops to address these issues. Please consider this postcard an invitation to attend. Donia Conn, an expert from the Northeast Document Conservation Center, will present on each topic. It is our hope that these workshops will be educational for participants, suggesting new approaches, answering questions, and encouraging cooperation among institutions.

What's the best thing about these workshops? They're **FREE!**  
See reverse side for dates and registration information.  
Hope to see you there!

East Texas Research Center  
P.O. Box 13055, SFA Station  
Nacogdoches, Texas 75962-3055  
936.468.4100  
[library.sfasu.edu/etrc](http://library.sfasu.edu/etrc)



**Workshop Calendar**

**May 14:** Preservation Basics

**May 15:** Preservation of Oversized Materials,  
Photos and Scrapbooks

**May 16:** Disaster Planning and Prevention,

**May 17:** Disaster Recovery (with hands-on  
demonstrations)

**May 14, May 17:** ETRC Tours, 5p.m. to  
6p.m.

**Registration:**

Cost: **FREE** (Funded by the NEH)

*Sign up for one workshop or sign up for all 4!*

**Please register at this Web address:**

<http://library.sfasu.edu/etrc/workshops/>

**Workshop Location:** Wyatt Room, first floor  
of Ralph W. Steen Library behind the elevators  
1936 North St., Nacogdoches, TX 75962

# Implementation

## Workshops

- **#1 (Preservation Basics) – Examined planning and risk assessment, the nature of specific materials, agents of deterioration, preservation methods, collection storage, and collection display.**

**Registrants: 16**

**Participants: 12**

- **#2 (Extraordinary Materials) – Focused on the composition and preservation of oversize paper artifacts, scrapbooks and photographs.**

**Registrants: 24**

**Participants: 18**



# Implementation

## Workshops

- **#3 (Disaster Planning) – Covered emergency preparedness, fire protection, security, integrated pest management, mold, and environmental control.**

**Registrants: 20**

**Participants: 16**

- **#4 (Disaster Recovery) – Review of case studies, syncing institutional disaster plans with state and federal disaster procedure, and hands-on salvage demonstrations.**

**Registrants: 18**

**Participants: 12**



# Implementation

## Public Programs

Presented at the Durst-Taylor Historic House Visitors Center in Nacogdoches after workshops 2 and 3.

- #1 4 Participants
- #2 5 Participants



“Durst-Taylor Historic House and Gardens.” 2008. Online at <http://www.ci.nacogdoches.tx.us/departments/dtmuseum.php> (Accessed 27 June 2012).

# Assessment

## Survey

(Please complete one survey for each workshop attended)

Which workshop did you attend? (circle one)

#1 Preservation Planning

#2 Preservation of Extraordinary Materials

#3 Disaster Planning

#4 Disaster Recovery

Is this the first workshop of this nature that you've attended?

On a scale of 1 to 5 (poor-strong), please rate the workshop's strengths and weaknesses as it pertained to your experience:

a) Applicability to my profession:	1	2	3	4	5
b) Educational/Informative:	1	2	3	4	5
c) Clear and well-presented:	1	2	3	4	5
d) Organization:	1	2	3	4	5
e) Will lead to further topic-specific Planning	1	2	3	4	5

Please elaborate on specifics to a) - e) here:

How did you hear about the workshop series?

Additional Comments (use back if needed):

## Select Comments:

- **“This is not the first workshop like this that I’ve attended. However, this is by far the best in its specificity and practical application! Very well done.” (Workshop 1)**
- **“The discussions on causation, deterioration, types, and conservation of old photographs, framed items, audio (old records – as well as the storage of same) have been very informative and sorely needed.” (Workshop 2)**
- **“We have no library/archive formal disaster plan. This workshop has been a great motivator to get this done. Much of what we’ll need to consider must be done in the context of the campus disaster plan – what I’ve been exposed to here will help me communicate more effectively with the campus officials.” (Workshop 3)**
- **“Like most people, I tend to let planning and readiness issues slide. This has motivated me to reassess, update, and investigate. Thanks!” (Workshop 4)**

# Assessment

## Strengths

### Participation

- Geographic Diversity
- Experience Diversity
- Mission Diversity

### Value

- Subject matter was relevant, as evidenced by the lively Q & A between participants and the consultant.
- The small class size in each workshop made the learning environment much more intimate.

### Networking

- Two participants are using the professional contacts they made during the workshop series as the foundation to create an informal East Texas Preservation Organization. The goal is to meet several times a year and discuss common problems and potential solutions facing cultural heritage organizations located in the East Texas area. The first meeting is in September.

# Assessment

## Weaknesses

Leadership

Funding

Scheduling



# Assessment

## Scheduling

<b>Grant-Writing</b>	<b>Feb. - Apr. 2011</b>
<b>Submission to the NEH</b>	<b>May 3, 2011</b>
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<b>Award Document Received</b>	<b>December 7, 2011</b>
<b>Consulting Services Contract Drafted</b>	<b>January 2012</b>
<b>Consulting Services Contract Signed</b>	<b>February 21, 2012</b>
<b>Workshop Website Completed</b>	<b>April 4, 2012</b>
<b>Postcards Mailed</b>	<b>April 17, 2012</b>
<b>Press Release</b>	<b>May 3, 2012</b>
<b>Workshops Begin</b>	<b>May 14, 2012</b>

# **Additional Information**

**To get a copy of this PowerPoint or my NEH Assessment Report, please email me at:**

**[ainswortk@sfasu.edu](mailto:ainswortk@sfasu.edu)**

**Thank You.**