



CalPreservation.org
Helping preserve heritage collections



This project is made possible by
a grant from the U.S. Institute for
Museum and Library Services



Californians Connecting to Collections

Staff Guide to Free Preservation/Conservation Information and Training

To help you do your job and further your institution's mission

Free Workshops

Protecting Cultural Collections: Disaster Prevention, Preparedness, Response and Recovery, will give you:

- A complete disaster response and collection salvage plan
- The skills needed to train staff to implement your plan effectively
- Pre- and post-disaster action priorities for your collections
- Understanding of the practical decision-making skills needed during an emergency
- Experience salvaging a variety of material including books, documents, photos and objects

ARE YOU READY? Scenario Planning & Collaboration Among Heritage Institutions to Improve Disaster Preparedness for Collections, will help you:

- Test emergency preparedness and response plans and identify areas for improvement
- Identify mechanisms for collaborative partnerships
- Improve participants' ability to evaluate risks (via a pre-workshop self-survey)
- Encourage participants to improve disaster preparedness

Creating and Funding Preservation Projects To Enhance Collection Care, will help you:

- Outline a preservation project proposal specific to your institution
- Identify possible funding sources
- Test your ideas with other workshop participants

(Find out more and register at
http://calpreservation.org/cpp/programs_workshops/c3-program)

Free Information

The **California Preservation Program** offers a wealth of free resources for all cultural institutions, but especially for libraries and archives. They include disaster assistance, consulting services, programs and workshops, and information on the *Californians Connecting to Collections Project*. The www.calpreservation.org website provides tools, such as:

- Pocket Response Plan for Collections
- A Disaster Plan Template
- Disaster Plan Exercise
- Disaster Resources

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- "Protecting Library and Archive Collections" Videotaped workshop
- Training guides for library staff, library collections care topics including mold, integrated pest management, and book repair

The California Preservation Program also offers an **emergency toll-free number 888-905-7737** for collections disaster assistance for all types of heritage institutions.

Balboa Art Conservation Center's Western Region Field Service Program supports preservation efforts at collections-based institutions throughout California. Services include: workshops on basic preservation theory and practice, on-site preservation planning and hazard surveys, consultation on specific preservation issues, and reference services. The BACC website (www.bacc.org) features downloadable comprehensive regional guides to emergency preparedness resources, for both Southern and Northern California. In addition, BACC offers a free technical inquiry response service to assist institutions in researching a variety of preservation-related technical queries.

COol, or **Conservation On Line**, (cool.conservation-us.org) offers a lengthy catalog of articles on topics such as disaster planning and response, pest management, and collections environments.

Heritage Preservation, online at www.heritagepreservation.org, is another rich resource. Heritage Preservation's headline program is the *Conservation Assessment Program* and the guidelines and application can be found on their website. Other free tools include:

- *Checklists for Emergency Response*, including field guide assessment form and supply list;
- *Guide to Navigating Federal Emergency Management Agency and Small Business Administration Disaster Aid for Cultural Institutions*; and
- *Working with Emergency Responders: Tips for Cultural Institutions* and other publications to improve response to the effects of disasters on collections.

The **Institute of Museum and Library Services** hosts an excellent Guide to Online Resources at www.ims.gov/collections/resources/index.htm

Connect to your local **Regional Disaster Response Network**. These networks offer advice, volunteer staff, and emergency supplies. To find a network in your area, see http://calpreservation.org/cpp/information_resources/california-preservation-and-disaster-networks.

Free Discussion Lists

Participation on a preservation-oriented listserv will keep you up to date on new training opportunities and give you more people to turn to for advice and services. Your specialty – archives, registration, etc. – will also have its own listserv for your benefit.

CaLibArc-Preserve Discussion List. CaLibArc-Preserve is an online mailing list dealing with preservation topics of interest to California heritage professionals: curators, librarians, archivists, records managers, and other managers of heritage collections. Contact bogden@calpreservation.org to subscribe.

The Conservation Distribution List, or ConsDistList, serves those professionally involved with the conservation and preservation of museum, archive, or library materials. Subscribe by sending an email request to request@COOL.conservation-us.org

This is just a start! See the resources at the back of the enclosed Capitalize on Collections booklet for more ideas or email info@calpreservation.org.