



Montana Historical Society  
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### *Northwest Archivists Mentoring Program Underway*

At the 2007 annual meeting, the membership voted to establish a mentoring program for NWA. The Mentoring Program has been organized and applications for Mentors and Protégés are now being accepted.

Mentoring can be defined as a developmental relationship in which a more experienced person provides support and guidance to a less experienced person. For example, an archivist with years of professional experience could serve as a mentor to someone in their first archival job, or a person with specific skills (website development, film preservation, staff supervision, etc.) could mentor someone taking on new responsibilities or seeking to improve their abilities. A protégé (mentee) might be someone wishing to expand his or her understanding of some aspect of the profession, or wanting an opportunity to bounce ideas off a colleague with more experience in a particular area.

Individuals wishing to participate in the NWA Mentoring Program, either as a Mentor or as a Protégé, should submit an application form (via mail or e-mail) to the NWA Program Coordinator, Donna McCrea. Donna will review the applications and facilitate matches between mentors and protégés. NWA membership is not required for participation, but non-members will be encouraged to join. There is no application deadline.

For application forms and additional information about the program see the NWA Mentoring Program website: <http://weblib.lib.umt.edu/faculty/mccrea/NWAMentoring.htm>

Questions and comments can be directed to Elizabeth Nielsen, Mentoring Program Committee Chair, or to Donna McCrea, Mentoring Program Coordinator.

Elizabeth Nielsen: [elizabeth.nielsen@oregonstate.edu](mailto:elizabeth.nielsen@oregonstate.edu) / (541) 737-0543

Donna McCrea: [donna.mccrea@umontana.edu](mailto:donna.mccrea@umontana.edu) / (406) 243-4403

### *Upcoming Events and Conferences*

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|-------------|--|
| March 6-8   | Livingston, Montana, <b>Museums Association of Montana Annual Conference</b>   |
| April 9-12  | Great Falls, Montana, <b>Montana Library Association Annual Conference</b>   |
| May 8-11    | Sheridan, Wyoming, <b>Colorado-Wyoming Association of Museums Annual Conference</b>  |
| May 21-23   | Helena, Montana, <b>Best Practices Exchange (Digital Collections)</b>  |
| May 29-31   | Anchorage, Alaska, <b>Northwest Archivists Annual Conference</b>   |
| July 23-26, | Atlanta, Georgia, <b>NAGARA (National Association of Government Archives &amp; Records Administrators) Annual Conference</b> |
| Aug.28-30   | San Francisco, California, <b>Society of American Archivists Annual Conference</b>   |

## Four Montana Institutions Participate in *Connecting to Collections* Initiative

Through efforts by The Institute of Museum and Library Services, preservation and conservation are becoming a national issue. In 2005 results from a nation wide conservation study were released in a report titled *Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*.

Some of the many findings listed in the report are:

- 190 million objects held by archives, historical societies, libraries, museums, and scientific organizations in the United States are in need of conservation treatment;
- 65 percent of collecting institutions have experienced damage to collections due to improper storage;
- 80 percent of collecting institutions do not have an emergency plan that includes collections, with staff trained to carry it out; and
- 40 percent of institutions have no funds allocated in their annual budgets for preservation or conservation.

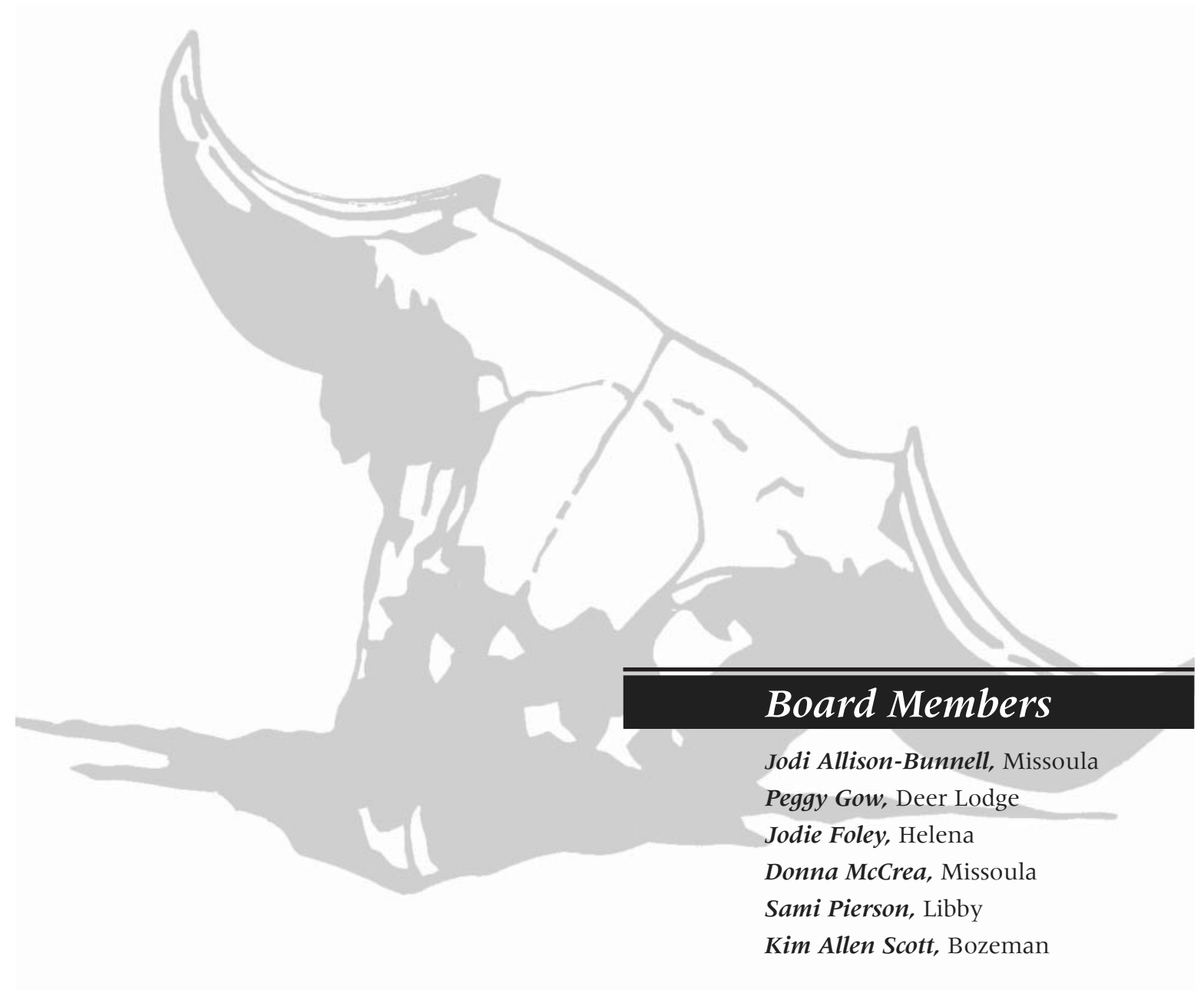
In response to these startling findings, The Institute of Museum and Library Services has created *Connecting to Collections: A Call to Action*: a multi-year, multi-faceted national initiative to raise public awareness and inspire action. A summit was held in Washington, D.C. in June 2007 with representatives of small and medium-sized museums from every state including Washington, D.C. and Puerto Rico. The summit was designed to explore strategies for preserving endangered collections, engage the public in the efforts, and identify funding sources. Four Montana institutions were chosen to participate: **Lincoln County Libraries, MSU Billings, Yellowstone Art Museum, and Montana Historical Society.**

The website developed for *Connecting to Collections* provides information for institutions regarding grant possibilities, guides for maintaining collections, and a wealth of other resources. Also the reference books provided to each participating institution will be available for use or institutions can apply for their own set of reference materials. For more information visit: <http://www.imls.gov/collections/index.htm>



## PUBLICATIONS STILL AVAILABLE

Copies of the Montana SHRAB's manual, *Preferred Practices for Historical Repositories* are still available, free of charge. This publication is a checklist and self-assessment manual and provides information on a wide variety of management and preservation topics related to archives and museums. Copies are available from Jodie Foley at (406) 444-7482 or [jofoley@mt.gov](mailto:jofoley@mt.gov). Additional copies of the SHRABs other publications, including *So You Have a Box of Papers...* and the quarterly newsletter are also available.



### Board Members

- Jodi Allison-Bunnell*, Missoula
- Peggy Gow*, Deer Lodge
- Jodie Foley*, Helena
- Donna McCrea*, Missoula
- Sami Pierson*, Libby
- Kim Allen Scott*, Bozeman

Published Quarterly  
Jodie Foley, Editor

## Online Resources

### 1. National Park Service Museum Handbook Offered Online

The National Park Service offers a number of publications online, including their Conserv O Grams ([http://www.nps.gov/history/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html)) and their *Museum Handbook* <http://www.nps.gov/history/museum/publications/index.htm>

This exhaustive resource has three parts: Museum Collections, Museum Records, and Museum Collections use. Below is a listing of topics found in each section:

**Museum Collections** focuses on standards and procedures of preventive care for museum collections with information on:

- Preservation and conservation
- Emergency planning
- Handling and shipping objects
- Integrated pest management
- Security and fire protection
- Storage buildings, equipment and techniques

It also includes numerous appendices on techniques for the preservation of specific types of materials found in museum collections.

**Museum Records** provides guidance on documentation and accountability for the following types of objects:

- Archeology
- Ethnography
- History
- Archival and manuscript collections
- Biology
- Geology
- Paleontology

It also addresses the following topics:

- Accessioning
- Cataloging

- Inventorying
- Marking objects
- Record photography
- Incoming and outgoing loans
- Deaccessioning

**Museum Collections Use** addresses the following topics:

- Evaluating and documenting museum collections use
- Legal issues
- Publications
- 2-Dimensional reproductions
- 3-Dimensional reproductions
- Special uses of museum collections
- Using museum objects in exhibits
- Furnished historic structures
- Research
- Guidance for planning research space
- Reference interview process

This resource will be updated periodically so be sure to save to your favorites.

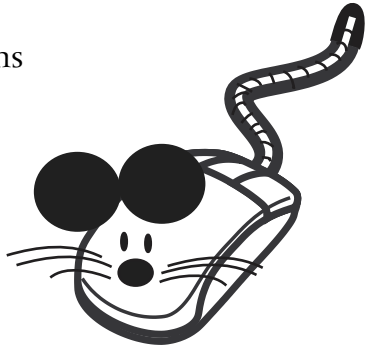
### 2. Conservation Information Online

A number of organizations have leaflets and publications pertaining to conservation and preservation available on their websites. Examples include:

Library of Congress Preservation pages: <http://www.loc.gov/preserv/careothr.html>

Northeast Document Conservation Center Preservation Leaflets: <http://www.nedcc.org/resources/leaflets.list.php>

You can also check out the Conservation Online (CoOL) website, which bills itself as a full-text library of conservation information covering a wide spectrum of topics of interest to those involved with the conservation of library, archives and museum materials. <http://palimpsest.stanford.edu/>



## Grant/Scholarship Opportunities

### New Grant Publication Online

The Library of Congress recently announced the availability of a free, downloadable publication to help institutions find funds for preservation.

*Foundation Grants for Preservation in Libraries, Archives, and Museums* is a collaborative project of the Library of Congress and the Foundation Center. This publication lists 1,725 grants of \$5,000 or more awarded by 474 foundations, from 2003 through 2007. It covers grants to public, academic, research, school, and special libraries, and to archives and museums for activities related to conservation and preservation. The Library of Congress hopes that by making this publication available, more archives and other cultural heritage institutions will find funding for their preservation projects via regional and national foundations.

Information about the document and a link to the pdf file are available at: <http://www.loc.gov/preserv/foundtn-grants.html>

In addition, the following libraries in Montana provide free access to the Foundation Directory Online, a database providing comprehensive, in-depth information on U.S. grantmakers and their grants (remote access is not available so an in-person visit to the library is required):

- Fallon County Library (Baker)
- Montana State University – Billings
- Bozeman Public Library
- Lincoln County Public Libraries (Libby)
- Mansfield Library, The University of Montana - Missoula

### Montana SHRAB Scholarship

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the continued availability of scholarships of up to \$1,000 to paid and volunteer staff of Montana's cultural heritage institutions to attend training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

See [http://www.his.state.mt.us/research/library/Scholarship\\_application\\_607.doc](http://www.his.state.mt.us/research/library/Scholarship_application_607.doc) for application. Application also enclosed in this newsletter.





# Training Opportunities

## 1. Western Archives Institute

The 22nd annual Western Archives Institute (WAI) will be held at San Diego State University in San Diego, California, June 15 - June 27, 2008.

WAI is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of goals, including:

- -those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education;
- -those who have expanding responsibility for archival materials;
- -those who are practicing archivists but have not received formal instruction;
- -and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Admission to the program is by application only and enrollment is limited.

The application deadline for the 2008 Western Archives Institute is **March 15, 2008**.  
[http://www.calarchivists.org/wai/SCA\\_Western\\_Archives.html](http://www.calarchivists.org/wai/SCA_Western_Archives.html)

## 2. Tribal Archives Training

The National Institutes for Tribal Archives, Libraries, and Museums Group offer a variety of training sessions. See [www.tribalconference.org](http://www.tribalconference.org)

This year they are offering the following Sessions:

- April 13-17** Collection, Care and Use of Historical Photographs
- July 15-17** Displaying and Caring For American Indian Objects
- Oct. 19-24** Training and Assistance for Indian Library Services

## 3. Digital Collection Management

The Northeast Document Conservation Center (NEDCC) and SOLINET will be offering *The Fundamentals of Creating and Managing Digital Collections Conference, June 10-12, 2008*, at the Hyatt Regency Jacksonville Riverfront, Jacksonville, FL

This revitalized version of the three-day School for Scanning conference presents the essentials of digitization and is geared toward participants with a beginning or intermediate level of digital knowledge. From file formats to funding, from metadata to rights management, learn how to create and manage sustainable digital collections.

Watch NEDCC's Web site for complete conference details: [www.nedcc.org](http://www.nedcc.org)

To receive a conference brochure or email announcement when available, or if you are a vendor interested in exhibiting at the conference, please contact: Julie Martin Carlson, [jcarlson@nedcc.org](mailto:jcarlson@nedcc.org).

## 4. Conservation Center for Art and Historic Artifacts

The Conservation Center for Art and Historic Artifacts (CCAHA) provides lectures, seminars, and workshops for both the professional

contraction of the emulsion layer on a polyester base will eventually cause it to separate from the base.

Unlike Technicolor® film prints, tri-color pack film prints produced since the early 1950s, such as Ektachrome®, Ansco®, and Agfa® can fade in less than ten years. For optimum long-term storage of such tri-color films, keep them at temperatures of less than 0°C and with an appropriately low level of relative humidity.

Kodachrome®, (made by Kodak after 1940), and mainly used for films sold to the home market (16mm, 8mm), has faded relatively little. Integral tri-pack reversal positive film, also used primarily in the home market, has faded far less than negative-positive film stocks used commercially since the early 1950s.

Although fading is less of a problem for black-and-white projection copies on acetate or polyester film base, deterioration can begin within little more than a decade. Storing them at the lowest humidity and temperature achievable with constant stability is recommended. At the minimum, printed copies should be kept under conditions that do not exceed 50° F and 50% RH. Ideally, they should be stored at 37° F and 20-30% RH. It may be better to store films in an insulated storage unit with its own conditioning plant. Humidity levels are often easier to maintain in a unit of this kind than in an ordinary room and it is also less expensive in terms of electricity required.

Films should always be wound evenly, and never too tightly, with the emulsion side out. Metal film storage cans or plastic boxes should be uniform in size, stored flat, and never stacked more than twelve inches high. Never put paper or any other loose material in the film storage can or box. Decomposing nitrate films and acetate films suffering from the vinegar syndrome must always be stored separately from one another and apart from other films.

Common sorts of film damage are shrinkage, brittleness, buckling, scratching, and perforation damage. Nitrate and acetate films can shrink or become brittle or both, through loss of moisture, solvents, or plasticizer. Shrinkage and brittleness can be reversed temporarily; buckling is difficult to cure. Scratches can be minimized.

Perforations are subjected to considerable stress and are often damaged. Two or three missing perforations can be patched with a special polyester adhesive tape made for the purpose. If more than a few perforations are missing, and if the original film is shrunken, it can only be patched by cementing in an undamaged section from a film with the same shrinkage level. (These remedies, as with most restoration efforts, should only be undertaken by a trained professional).



## ARCHIVAL MUSINGS...

Many of us have motion picture film in our collections. The following information and tips were pulled from the Library of Congress website <http://www.loc.gov/preserv/careofthr.html> (Accessed 14 January 2008).

### Care, Handling and Storage of Motion Picture Film

Film should always be held by its edges to avoid leaving finger prints on picture and sound areas.

All film is subject to fading, particularly integral tri-pack color positives, such as Ektachrome®, Ansco®, or Agfa®. As with all other materials, this fading—as well as other chemical and physical deterioration—are impossible to stop entirely. With proper care, handling and storage, the rate of deterioration can be slowed and the usable life of a film can be extended significantly, over several decades.

For 35mm nitrate-based film, as for all other materials, the rate of deterioration depends largely on the conditions under which it is stored, how it is handled, and on the ingredients and care used in manufacturing its base. If a film is not marked as safety film, it should be considered to be nitrate until examined for nitrate markings or tested chemically.

Nitrate film should be copied onto a new base before deterioration starts. Cans of nitrate film that have remained closed for some time should be opened in unconfined, well-ventilated spaces. If gasses given off by decomposing nitrate-based film are trapped in a confined space—such as in a sealed can—they can ignite at temperatures above 100° F. Nitrate film is highly flammable, ignites easily,

and cannot be extinguished after burning has begun.

Ideally, temperature and humidity levels for storage should be kept constant and at a maximum of 50° F/10° C and 50% RH. Every effort should be made to consult with the nearest member of the International Federation of Film Archives (FIAF) who can provide names of commercial labs which produce good duplicate copies.

Acetate film, like nitrate film, is subject to continuous decomposition, especially if kept under poor storage conditions. Eventually acetate-based film will suffer from the so-called “vinegar syndrome,” derived from the strong acetic acid (like vinegar) smell the film emits as it deteriorates. One advantage acetate film has over nitrate film is that it is not truly flammable; if subjected to a flame it just smolders.

Polyester-based film is chemically more stable than nitrate and acetate film. The emulsion layer on all film bases can shrink over time, especially on the bases of nitrate and acetate film. Since polyester bases do not shrink as much as the emulsion layers, a concern exists that expansion and



audience and the general public. CCAHA educational programs are developed for curators, collections managers, archivists, librarians, or others who have primary responsibility for the care and handling of artifacts. CCAHA can develop specialized workshops tailored to the needs of professional staff, private collectors, and interested groups.

To receive further information please see <http://www.ccaha.org/education.php>

#### 5. AASLH (American Association for State and Local History)

<http://www.aaslh.org/workshop.htm>

Upcoming offerings include:

- Board Development 101 (online)
- The Basics of Archives (online)
- Collections Camp – Textiles
- Collections Management and Practices
- Digitizing Audio Collections
- Digitizing Historic Collections
- Historic House Museum Issues and Operations

*AASLH does offer scholarships*

#### 6. Solinet

<http://www.solinet.net/workshops/WorkshopSearch.cfm>

Upcoming offerings include:

- Caring for Scrapbooks (online)
- Digital Photographs Collections: Access and Standards (online)
- Introduction to Grants for Preservation (online)

#### 7. Northern States Conservation Center

<http://www.collectioncare.org/training/training.html>

Upcoming offerings include:

- Introduction to Museum Security (online)
- Preservation Environments (online)

- Fundamentals of Museum Volunteer Programs (online)
- Exhibition Fundamentals: Ideas to Installation (online)
- Care of Textiles (online)
- Museum Management (online)

#### 8. OCLC Western

<http://www.oclc.org/western/training/default.htm>

Upcoming offerings include:

- Metadata for Digital Collections (online)
- The Challenge of Ephemera (online)
- Funding Digital Projects (online)
- Developing and Managing Digital Programs (online)
- Managing Copyright Issues (online)
- Managing Archival Collections
- Streaming Audio and SMIL for Oral Histories

#### 9. Amigos Library Services

<http://www.amigos.org/?q=node/57>

Upcoming offerings include:

- Basic Book Repair
- Introduction to Institutional Repositories (online)
- Emergency Preparedness, Response and Recovery (online)
- Project Management for Digital Imaging
- Strategic Marketing for Libraries, Museums, and Cultural Heritage Organizations (online)

#### 10. FEMA COOP (Continuing Operations Planning)

Ken Hudson, Region VIII Coordinator  
[ken.hudson@dhs.gov](mailto:ken.hudson@dhs.gov)

Upcoming offerings include:

- (COOP) Training for Tribal Nations is scheduled March 10-13, 2008 in Polson, Montana.