

## NEH Application Cover Sheet (PE-277148)

### Preservation Education and Training

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**PROJECT DIRECTOR**

Ms. Dyani Feige  
Director of Preservation Services  
264 South 23rd Street  
Philadelphia, PA 19103-5530  
USA

**E-mail:** dfeige@ccaha.org  
**Phone:** 215-545-0613  
**Fax:**

**Field of expertise:** Archival Management and Conservation

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**INSTITUTION**

Conservation Center for Art and Historic Artifacts  
Philadelphia, PA 19103-5530

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**APPLICATION INFORMATION**

**Title:** *CCAHA Preservation Field Services: Capacity Building for Small to Medium Size Organizations*

**Grant period:** From 2021-03-01 to 2024-02-29

**Project field(s):** History, Other

**Description of project:** The Conservation Center for Art and Historic Artifacts (CCAHA) requests three-year funding support to continue and broaden the reach of activities of CCAHA's preservation field services programs through preservation planning activities, the Regional Heritage Stewardship Program, and educational programs. Goals for preservation field services activities in 2019-20 include: To competitively offer NEH-subsidized preservation needs assessments, emergency plans, and digital preservation assessments to 12 small to mid-sized institutions; to sustain the work of the Regional Heritage Stewardship Program in the Deep South and Appalachia; to provide one national conferences on sustainability and collections care, as well as a first-time Collections Care Boot Camp, a first-time educational collaboration with ICA Art Conservation, and a series of mid-level education programs.

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**BUDGET**

<b>Outright Request</b>	349,217.00	<b>Cost Sharing</b>	0.00
<b>Matching Request</b>	0.00	<b>Total Budget</b>	349,217.00
<b>Total NEH</b>	349,217.00		

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**GRANT ADMINISTRATOR**

Ms. Laura Hartz Stanton  
264 South 23rd Street  
Philadelphia, PA 19103-5530  
USA

**E-mail:** lhartzstanton@ccaha.org  
**Phone:** 215-545-0613  
**Fax:** 215-735-9313

## INTRODUCTION: CCAHA Preservation Field Services

The Conservation Center for Art Historic Artifacts (CCAHA) requests three-year support from March 1, 2021, to February 29, 2024, to continue and broaden the reach of its preservation field services program. CCAHA requests funding to support our work in capacity building for collection stewardship at small and medium-sized collecting institutions through three main activities: 1) Preservation Planning, 2) the Regional Heritage Stewardship Program, and 3) Education and Training Programs.

Established in 1977, CCAHA today operates as a conservation treatment laboratory and a preservation field services provider committed to serving a national, and even international, base clientele of museums, historical sites and societies, libraries, and archives. Since 1986, CCAHA has worked with more than 5,000 small to medium-sized collecting institutions through preservation planning services and education programs. (Additional organization background is provided in the documentation attachment.)

Core to CCAHA's work with cultural heritage organizations is that for effective collections stewardship, the institution must first invest in planning and capacity building. To create the foundational framework for sustainable collections care, CCAHA recommends that all collecting organizations invest in strategic planning, preservation needs assessments, preservation plans, emergency plans, and, where relevant, digital preservation assessments and plans that address their collections and help build preservation capacity. With these documents in hand, the organization is in a good position to identify short- and long-term goals that will determine how they allocate their available resources. Even the smallest collecting organizations should invest in strategic planning that clearly addresses collection care needs and capacity building strategies to ensure these needs are met. Preservation needs assessments provide the professional assistance that is essential in identifying collection care needs. The preservation plan is invaluable in prioritizing these needs, placing them into a timetable, and establishing responsibilities. From this point, the organization is then well-positioned to address needs for collections management policies, cataloging and processing, environmental improvements, digitization planning, and collection surveys. In training sessions and one-on-one consulting sessions, CCAHA's two preservation specialists and ten conservators frequently share a flow chart that shows preservation needs assessments and emergency plans at the top and then flows down through other critical items with conservation treatment and digital imaging being the final steps.

Driving this message home year after year, CCAHA has emerged as a national frontline leader in the field of collection stewardship. As stewardship must be considered central to all collecting institutions, collections care work is inextricably bound with an organization's abilities to meet mission and build capacity. CCAHA's preservation activities emphasize the development of sustainable capacity building that strengthens the ability of collecting institutions to provide optimal care for their collections. Recently, Mary Barbosa-Jerez, Head of Strategy for Library Collections and Archives at St. Olaf College Libraries, shared her appreciation for CCAHA's approach to planning and capacity building:

*Working with CCAHA over a two year time period on multiple projects has allowed us to leverage our limited resources and come away from these projects with value far beyond what we would have achieved had we done these projects with separate conservator groups. CCAHA helped us understand the challenges we faced, and design a plan forward with multiple steps. Because we worked so closely together, when we discovered new materials or conservator needs, or our financial situation changed, as it has with the [COVID]-19 crisis, we not only could return to the documents and reports they created for us, but could call for quick consultations... They know our history, our collections, our challenges, our visions, and our staff. They've stood beside us as we've grown from an institution that wasn't sure where and how to start moving through legacy collections, to one that understood the general changes we needed to make. They helped us identify and articulate the conservation and preservation efforts for all the object types in our collections. They carried out the conservation of multiple large projects, working with us to design plans and workflows that impact the collections and our students in the present and in the future. They teach us daily. They aided in the design of*

*our new vault, which is currently under construction, building off the guidelines outlined in earlier reports. They have become trusted partners across all aspects of our collections lives, and know as much about our work and our collections as we do.*

The activities highlighted in this request reflect a macro approach to improving collection care standards through strategies that will have long-term impact on small and medium-sized collecting institutions throughout the US, with special emphasis on our partners in the Deep South and Appalachia.

CCAHA's national preservation field services activities create measurable improvements in collections stewardship at sites throughout the country, thereby ensuring the long-term appreciation, access, and research use of our nation's great humanities collections. CCAHA conducts outcomes-based surveys of its education programs and works with outside evaluation firm AmaLat Consulting LLC to provide ongoing evaluation of its programs and services in order to maintain its widely-acknowledged leadership role as a center of excellence in promoting best practices in collection stewardship.

With its preservation field services, CCAHA strives to meet a broad audience of cultural institutions that are stewards of the nation's humanities collections. These institutions each have unique needs, different capacities, and varied resources they can apply to address their priorities. The programs in this proposal have been designed to provide essential and scalable preservation and collection care resources across a wide spectrum of collecting organizations. This proposal has also been developed in the shadow of the coronavirus pandemic, as both collecting institutions and service agencies, like CCAHA, are challenged to utilize their capacity building strengths to rapidly adapt new strategies and technologies to share our mission. Fortunately, CCAHA entered this phase with a solid technology infrastructure and solid staff experience with virtual communications. While we continue to experiment and innovate, we have a firm foundation to build upon. Some of the lessons quickly learned and the new strategies we adopted are reflected in this proposal.

## **PROJECT IMPACT AND THE SIGNIFICANCE OF THE HUMANITIES COLLECTIONS TO BE SERVED**

CCAHA's schedule of preservation activities in 2021-24 has been primarily developed from its 2018-22 Strategic Plan, analysis of outcomes-based evaluations, and recent feedback concerning emerging needs in the collecting institution community in this time of rapid change. NEH funding is requested to support: 1) the national provision of preservation planning programs, 2) the Regional Heritage Stewardship Program in the Deep South and Appalachia, and 3) education programs.

**Note on CCAHA'S COVID-19 Response and Flexibility:** When CCAHA staff closed the facility on March 17, 2021 as required by the State government, all preservation field service activities continued to move ahead, albeit with a great deal of flexibility. During the current closures CCAHA has replaced some site visits with video conferencing and live education programs have been replaced with virtual. As new strategies are tried, their strengths and deficits are noted and improvements made. The activities outlined in this proposal have been developed with an assumption that they will be implemented in an environment that allows for hybrid models that incorporate both in-person and virtual strategies. If we enter another period of enforced isolation, CCAHA will move forward once again in quickly developing virtual alternatives to all in-person activities in order to keep all programs on track for success.

## **PROJECT IMPACT AND SIGNIFICANCE: National Assessment and Planning**

CCAHA proposes to offer a competitive assessment and planning program targeted to small and medium-sized organizations with humanities collections. When applying to the program, institutions will be able to select from a menu consisting of three preservation planning services: 1) Needs Assessment and Plan which includes development of both a Preservation Needs Assessment and a Preservation Plan, 2) Emergency Preparedness and Response Planning which includes development of both a Risk Assessment and an Emergency Plan, and 3) Digital Preservation Assessment. From 2021-24, CCAHA will competitively award requested services to 12 organizations.

During the 20+ years that CCAHA has offered preservation field service activities, the Center has honed a competitive yet fair process that has provided more than 200 essential planning documents to collecting institutions nationwide. The application process is rigorous and takes into account the status of strategic planning, recent preservation activities, and the capacity-building resources available. Applications are marketed through the CCAHA website, social media, and listservs, as well as CCAHA's national database of collecting institutions targeting the small to medium-sized organizations.

The projects are intended for humanities organizations that have demonstrated the readiness and ability to implement recommendations from reports and priority will be given to organizations in locations without easily accessible local preservation and conservation expertise. When applying, the institution will indicate which service they are applying for and make the case why they are currently prepared to undertake this work, which will require collaboration with CCAHA, thoughtful analysis of their collections stewardship, and an investment of staff time.

After review by an outside panel, CCAHA can usually accommodate approximately 20% of applicants into the program. When declining applications, CCAHA responds with detailed feedback along with offers to assist with professional grant writing consultation, at no charge, to encourage their fundraising efforts through other channels. Initially declined applicants are often successful with reapplications in subsequent years.

This approach has been enormously successful in making these preservation planning documents affordable and accessible for institutions often located in underserved regions. While the need for these planning documents is widely understood, many organizations find it difficult to raise the funds to cover the costs of the intensive one-on-one consulting time, site visits, and report preparation. Through this program, they receive the services for only a nominal fee of \$500.

**Needs Assessment and Plan:** CCAHA previously approached both the Preservation Needs Assessment (PNA) and the Preservation Plan as stand-alone projects. In 2019, CCAHA successfully piloted a new approach that directly links these two projects together within an 18-month timeframe, which has resulted in significantly increased opportunities for deeper relationship building and building commitment to full implementation of recommendations. This new model offers a prolonged intensive engagement with a cultural heritage organization, providing sufficient time and attention to move the organization to the next level in collection stewardship. This model has been used for assessment and planning with the Beeghly Library at Juniata College (Huntingdon, PA), Morris County Park Commission (Morristown, NJ), Newark Public Library Special Collections (Newark, NJ); NC Government and Heritage Library (Raleigh, NC); Pacific Tsunami Museum (Hilo, HI); and the Lānaʻi Culture & Heritage Center (Lānaʻi City, HI).

During the first half of the program, a CCAHA preservation specialist prepares the PNA in close consultation with assigned staff members at the organization. The PNA process evaluates the policies, practices, and conditions that directly affect the preservation of the institution's collections. It includes a general evaluation of the institution's preservation needs for the collections: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security and disaster preparedness; collection storage, handling, exhibition, and treatment; and interviews with staff. The written report provides observations, recommendations, and resources to address collection needs, and becomes a valuable tool for institutional strategic planning and fundraising. As recommended by the American Alliance of Museums (AAM), the American Institute for Conservation (AIC), the Society of American Archivists (SAA), and the American Library Association (ALA), the PNA is an essential first step in establishing a thoughtful, conscientious process of collections care.

After a PNA, effective stewardship does not simply happen. Another document, the Preservation Plan (PP), provides the strategic planning framework—addressing priorities, timetables, and resource allocation—to ensure long-term implementation of the assessment's recommendations. As described in *Preservation Planning: Guidelines for Writing a Long-Range Plan* by Roxana Adams (1997), the PP “defines and charts a course of action to meet an institution's overall preservation needs for its collections... It provides the framework or context for carrying out established goals and priorities in a



logical, efficient, and effective manner; it is a working tool for achieving agreed-upon priorities over a set period of time.”

In the second half of the program, the CCAHA preservation specialist works with the organization to create a 3- to 5-year PP. Working collaboratively with CCAHA, the organization’s staff develops a plan that prioritizes and addresses implementation of the PNA’s key recommendations. Organizations are encouraged to include all relevant stakeholders into the process so that the knowledge gained is not limited to the site representative but is also extended to Board members, permanent or ad hoc committees, as well as staff and volunteers in related departments. The final PP includes timetables with measurable benchmarks and assigned responsibilities. These carefully tailored PPs bring structure to the ongoing work of collections care.

Following adoption of the PP, CCAHA staff will work with the institution to develop and deliver a remote training session on one implementation topic of particular importance. Through our previous partnerships, CCAHA has learned that remote training sessions of 1-2 hours are helpful in reinforcing concepts, addressing questions, and building enthusiasm.

**Emergency Preparedness and Response Planning Program:** CCAHA’s Emergency Planning will be offered as one of the “menu” items that organizations may apply for through the Preservation Planning application. Emergency planning encompasses the natural and man-made catastrophes that receive major news coverage, as well as the myriad of smaller emergencies, such as broken pipes or pest infestations that can pose great harm to collections. All collecting institutions should be prepared to address collection needs in the event of an emergency but for many mid-sized institutions with limited collections staff, the process of identifying risks and developing a plan can be overwhelming without outside guidance and access to customized planning tools.

A widely respected leader in emergency planning, CCAHA provides leadership for the Pennsylvania Cultural Resilience Network and the Pennsylvania Cultural Response Team, leads the Philadelphia chapter of Alliance for Response, and has staff on the National Heritage Response Team. Through this work as well as 13 years of providing NEH-subsidized emergency planning, CCAHA has developed its current two-step emergency planning process.

From 2007-14, CCAHA prepared 28 NEH-subsidized Risk Assessments (RAs), important documents which serve as a necessary first step in developing an emergency plan for collections. Starting in 2015, CCAHA embarked on a new two-step emergency planning process that offered first a Risk Assessment and then direct assistance on preparing an Emergency Plan (EP). Based on our experience in the field, CCAHA staff concluded that organizations are more likely to keep their EPs updated (a critical task) if an organization representative takes leadership responsibility for writing the plan. This approach has been successful, most recently serving four organizations (Delaware & Lehigh National Heritage Corridor Canal Museum in Easton, PA; Vulcan Park and Museum in Birmingham, AL; Special Collections and Archives at Villanova University in Villanova, PA; Delaware Historical Society in Wilmington, DE) in 2019-20.

Similar to the Preservation Planning Program, organizations are expected to commit to an 18-month process. During the first half of the process, a CCAHA preservation specialist will conduct a site visit, meet with the site representative, and prepare the RA, which both identifies the natural or man-made emergencies that may threaten the collections and outlines strategies for mitigation. During the on-site consultation, CCAHA staff review and examine the institution’s environment, history, location, structural needs and concerns, pest control, fire protection, security procedures, local resources, and training requirements. Insurance considerations, collections documentation, and collections salvage priorities are also addressed. The final RA document provides observations, recommendations, and resources.

Upon receiving the RA, the organization works with the CCAHA preservation specialist to develop both emergency response guidelines and a full EP, which contains information on essential contacts, vendors, emergency communication, insurance, and salvage priorities. CCAHA’s preservation specialist provides a framework to structure the EP, provides ongoing consultation, reviews section drafts as they are prepared, and offers guidance on updating the Plan and training staff and volunteers on response skills. In addition, the preservation specialist provides important supplemental guidance regarding

resources and facility upgrades that could benefit the organization as they endeavor to mitigate the effects of likely disasters or emergencies. As part of the process, the completed emergency plan must be presented to the Board of Directors for formal approval. Since adopting this combined process in 2015, CCAHA has noted that the organization's commitment toward emergency preparedness steadily increases, often becoming a strong advocate for emergency preparedness in their region.

**Digital Preservation Assessment:** CCAHA will offer Digital Preservation Assessments (DPAs) as one of the three "menu" items that organizations may apply for through the Preservation Planning application. Large and small institutions face many complex questions that must eventually be answered when they undertake digitization of collections and/or collecting born digital materials. According to a CCAHA-administered 2017 survey of New York State collecting institutions, 84% of respondents agreed that it is "very important" "to ensure (digital) content is accessible for 10 years or more." But despite the acknowledged importance of this work, only 25% expressed satisfaction with their own organization's digitization policies, with 51.6% stating that they do not "have a plan for managing these assets for 5 years or more." While these results only speak to New York State institutions, CCAHA staff observations in the field suggest they are in line with the state of digital preservation throughout the country.

In developing this service, CCAHA Director of Preservation Services Dyani Feige brought significant background and experience to develop this service as one offered nationally by CCAHA in 2019-20 as an NEH-subsidized program; she has achieved recognition by the Society of American Archivists as a Digital Archives Specialist, and has served as an Advisory Committee member of the Northeast Document Conservation Center and LYRASIS's Digital Preservation Assessment training program where she helped develop a standardized framework for this type of assessment. In 2019-20, CCAHA continued to fine-tune this new service as it developed DPAs at five institutions: the Brandywine River Museum of Art (Chadds Ford, PA); the University of Maryland Baltimore County Library Special Collections & Archives (Baltimore, MD); the Ringling Museum (Sarasota, FL); the University of West Florida (Pensacola, FL); and LancasterHistory (Lancaster, PA).

In 2021-24 participating organizations will be asked to commit to an 18-month assessment and planning process that will provide each organization with a DPA as well as a follow-up option to receive additional assistance on a focused digital preservation subject. A CCAHA preservation specialist specifically trained in digital assessment methodology will prepare the report in close consultation with assigned staff members at the cultural organization. The survey process will include an evaluation of the institution's preservation needs related to digital collections: strategic goals for digital preservation; users and designated community; resources (staffing, training, and budget); policies related to digital collections (collection development, selection, copyright, disaster planning and continuity of operations, access and retrieval); processes and workflows (content creation for reformatted and born digital materials, metadata, and documentation); and technological resources (IT support, working with legacy media, data management tools, digital storage, and digital collections security). The final document will provide observations and recommendations.

Organizations will be encouraged to integrate key assessment recommendations into their overall strategic plans. Additionally, the assessments will provide a framework and justification for seeking funding to increase accessibility of collection items via digitization, to move systems toward optimal levels of standards and practices, and to address specific concerns. CCAHA will offer the organizations their choice of follow-up support from a menu including digital policy development, help with documentation standards and practices, or guidance on facilitating access to collections.

## **B. PROJECT IMPACT AND SIGNIFICANCE: Regional Heritage Stewardship Program**

In 2021-24, CCAHA proposes to sustain its support for the Regional Heritage Stewardship Program (RHSP) in both the Deep South and Appalachia, with the important addition of mentorship circles.

With NEH funding, CCAHA launched RHSP in 2017. Designed to support areas of the country that were underserved by preservation and conservation resources, RHSP provides services to two regions: the

Deep South (Alabama, Florida, and Mississippi) and Appalachia (the Appalachian regions of Kentucky, Ohio, Pennsylvania, and West Virginia). The RHSP model was adapted from CCAHA's Philadelphia Stewardship Program, with additional insights from CCAHA's management of the Documentary Heritage and Preservation Services for New York (DHPSNY) program. The RHSP regions were selected through consultation with the American Association for State and Local History (AASLH) as areas with significant humanities collections that have limited access to conservators or other preservation expertise. During the past four years, CCAHA has succeeded in gaining acceptance in these areas as a vital education provider and respected resource.

In establishing this ambitious service, CCAHA has been aided by networks of strong regional partners, including the KY Historical Society, OH History Connection, the WV Division of Culture and History, the WV Association of Museums, the AL Department of Archives and History, the FL Association of Museums, Society of FL Archivists, the MS Department of Archives and History, and the Southeast Museums Conference. RHSP opportunities and activities are promoted through the CCAHA website, social media, and listservs, with an emphasis on CCAHA's own database of collecting institutions in the Deep South and Appalachia, which was, compiled from lists provided by regional partners and program participants.

RHSP's outreach model combines in-person educational and networking opportunities, webinars, targeted on-site consultation (PNAs), distance consultation, and conferences to catalyze collections care activities in the regions while encouraging a sustainable community infrastructure. As RHSP programs continue to gain momentum, evaluation evidence indicates that the services provide effective capacity building instruments to address collections care and preservation needs in both regions' institutions.

As these regions include institutions scattered across large rural areas, travel to workshops has posed a challenge for some institutions. While webinars offer a good avenue for reaching some collecting institutions that cannot conveniently attend in-person programs, they lack the emphasis on networking and collaboration that are central to RHSP's approach. CCAHA quickly learned that while professional development resources are limited at most of the regions' collecting institutions, many have made a long-term commitment to participate in the conferences organized by state and regional associations. These "core" events have offered the best opportunities for CCAHA to network and offer programs and activities. In 2021-24, CCAHA staff will present and/or lead training opportunities at a minimum of two conferences or meetings per year in each RHSP region.

With NEH funding in 2019-20, CCAHA piloted a new PNA strategy in both RHSP regions by offering an interactive education component for both the staff at the institution receiving the PNA and for invited peers. This strategy, which will continue in 2021-2024 allows for greater sharing of preservation information within the community and encourages collaboration. In 2021-24, CCAHA will offer a total of seven peer assessment projects (with a total of 14 organizations participating).

To build on the idea of community collaborations, in 2021-24, CCAHA proposes to add pilot mentorship circle programs in both regions. The idea of mentorship circles was initially developed as part of CCAHA's DHPSNY program and has proven to be effective and sustainable. Emerging and mid-level professionals in the RHSP regions will be partnered in small groups that meet virtually once a month as well as at conferences in order to support and assist each other. Participants can sign up either at the conferences in person or through an online registration system; as part of the application process, individuals will be encouraged to answer several questions about their short-term projects and ultimate goals ongoing at their respective organizations so that circles can be assembled according to shared interest. CCAHA will provide informal support for the mentorship circles with troubleshooting, online resources, and suggestions for monthly topics. This approach has been by far the most successful mentor program structure that CCAHA has identified and avoids many of the potential problem areas that arise in many one-on-one mentor programs. It also provides opportunities for mid-level professionals to receive some mentor support while simultaneously offering support to younger, emerging professionals. These circles not only enhance network building, but by occurring remotely, reduce the need for travel and enable partnerships across state lines.

As the emphasis of all RHSP activities is the building of a strong cultural heritage community, CCAHA will develop online regional resource guides with contacts for services and specialists available within the regions. An estimated 500 people will receive services or register for programs during the three-year period.

### **C. PROJECT IMPACT AND SIGNIFICANCE: Education and Training Programs**

After presenting more than 800 national conferences, workshops, and webinars over the past 43 years, CCAHA has become known and respected in the preservation and conservation community as a convener around important topics impacting the field. Curators, librarians, archivists, collection managers, conservators, and facility managers have found the knowledge gained from these programs to be critically useful in assessing collections care programs, developing in-house skills, and creating new initiatives.

In 2021-24, CCAHA proposes to implement the following Education and Training programs: 1) Mid-level Workshops, 2) Collaboration Pilot Workshop Program with the ICA – Art Conservation (ICA), 3) National Conference on Sustainability & Preservation of the Natural World, 4) Collections Care Boot Camp, and 5) Online Webinars and Forums. These education and training programs have been developed to ensure that CCAHA is providing educational programs and resources that address the needs of a broad spectrum of cultural heritage institutions that hold humanities collections and the people that are tasked with collections stewardship within those organizations. The programs will ensure there is content that is applicable to both volunteer-run organizations to large organizations; that can be implemented by emerging professionals and later career professionals; and that meets current needs while also urging cultural institutions to be thought leaders in larger global issues. NEH funding for education programs will support marketing, registration, travel costs, presenter honorariums, and the delivery of programs, as well as travel scholarships for the Collections Care Boot Camp.

**Mid-Level Education Programs:** In 2021-23, CCAHA will present two Education Programs a year aimed at mid-career professionals from medium-sized institutions. The programs will be held in cities outside of the Philadelphia region that are easily accessible, have a density of cultural institutions, and where costs to both the attendees and presenters can be minimized. These one-and-a-half day education programs will combine lecture-style presentations with opportunities for tours and experiential learning. CCAHA staff have found that the day-and-a-half length offers greater opportunities for evening activities appropriate for networking, while offering savings on lodging with the second-day early dismissal time.

These programs will address essential tasks of collecting institutions, bringing in the latest thinking regarding “best practices,” as defined by AAM, AASLH, SAA, ALA, and federal agencies. Programs will be presented on Preservation Housing and Handling (Atlanta); Fundraising and Promotion for Collections (Baltimore); Identifying Preservation Concerns While Processing Collections (New Orleans); Preservation of Photographic Materials (Austin); Preservation of Architectural Records (Chicago); and Housekeeping, Mold, and Integrated Pest Management (Newark).

**ICA-Collaboration Pilot Workshop Program:** In 2021-22, CCAHA is proposing a first-time pilot educational collaboration with the ICA – Art Conservation (ICA), a nonprofit conservation center in Cleveland, OH. To this collaboration, CCAHA brings expertise in development and promotion of education programs, preventive conservation, and paper conservation, and a strong and established field services program. ICA offers a regional presence and expertise in object, textile, and painting conservation—three important conservation specialties not offered by CCAHA. The goal of this collaboration is to establish ongoing, consistent preservation workshops, programs, and resources to the cultural institutions in the region currently served by ICA and to do so as effectively and efficiently as possible by sharing expertise and resources.

In 2021-22, CCAHA and ICA will collaboratively offer two traveling one-day workshops, with a preventive conservation and materials-based workshops led by CCAHA staff. Each of the workshops will be presented in Cleveland and in another Midwest location, for a total of four workshops each year. These

workshops will combine lecture-style presentations with opportunities for tours and experiential learning, capitalizing on the strengths of both organizations. CCAHA and ICA intend to leverage the success of these programs to seek outside funding to continue the collaboration beyond those first two years. Topics will include policies and procedures, print identification, caring for paper collections, preservation concerns while processing collections, and preservation of photographic materials.

**National Conference on Sustainability and the Preservation of the Natural World:** In 2022, CCAHA will lead a two-day National Conference on Preserving the Natural Environment that examines the parallels between conserving our fragile earth and preserving natural history collections. The natural environment is a running thread through the past, present, and future of cultural heritage organizations, found in collections, buildings, and actions. This conference will explore the overlapping ways in which cultural organizations preserve the natural, addressing through a holistic lens the preservation of natural history collections, the documentation of the natural world, and the role of cultural organizations in advancing the UN's Sustainable Development Goals and the Paris Agreement on Climate Change. Conference sessions will be curated to answer a wide range of questions: How have we documented the natural in the past, from natural specimens to field notes? What role does the preservation of the natural history collections play in helping us understand the natural environment now and in the future? What are we doing now to document the present natural environment? What does a changing environment mean, physically and intellectually, for collections preservation? And most importantly, what is the planetary impact of caring for collections on the natural environment? As confirmed presenter Lacey Flint of the Explorers Club commented, the program will explore “parallels between conserving our fragile earth and preserving natural history collections.”

This subject is in keeping with CCAHA's history of presenting national conferences to a broad audience of cultural heritage institutions in a way that is accessible and provides multi-faceted exploration of subjects that are complex, relevant, and meaningful. As John Simmons, a natural history conservator and President of Museologica as well as a confirmed speaker in the program, states, “This is a topic long overdue for consideration, given its wide impact on the future of collection preservation and use. The proposed project will be of great interest not just to those involved with natural history collections, but also history collections, archives, art, and other collections that document the environment we live in.”

The target audience will include professionals from many types of institutions who desire a role in global sustainability initiatives, yet who with limited resources may only be able to tackle small-sized manageable adaptations in their work. Participants will observe how preservation of natural specimens in the past has resulted in our current collections and will engage in discussion about how actions they take now will define future evidence of our heritage. Learning outcomes will address how to demystify sustainability with practical action items in collections, and will learn that small, achievable tasks add up to efforts in a larger global initiative.

CCAHA works with national program presenters to address emerging issues, encourage best practices, and foster conversation. CCAHA's goal in convening experts is to present information that can be scaled to remain applicable and practical for institutions with limited resources and to stress the importance of sustainability and collaboration. CCAHA has identified professionals to speak at this conference with expertise in the green design of collection storage and exhibition areas, scalable sustainability, sustainable collecting, and preservation of various representations of our planet's natural history.

An aspect of the educational programs that is frequently singled out for praise by participants, and will be incorporated into this conference, are the tours and learning experiences often developed around the collections of the host organization, for this conference the College of Physicians of Philadelphia.

**Collections Care Boot Camp:** As more of the entry level training in preservation and collections care moves to online platforms, there is a greater need for concentrated, hands-on training. The Collections Care Bootcamp (CCBC) will bring together a cohort of professionals that will learn in an immersive way and leave the program with information they can immediately implement at their institutions and carry forward with them in their careers. Participants will also walk away with information that will allow them

to be advocates for collections care at their own institution. While staff turnover has always been an ongoing concern in museum and library communities, current circumstances with the Coronavirus pandemic may lead to staff members being reassigned to areas, such as collections care, where they lack previous experience, emphasizing a need for hands-on training in an effective and efficient format.

In 2024, CCAHA will offer a first-time five-day in-person hands-on introduction to collections care basics, with the classes presented at a different Philadelphia location each day. Organized to be an intensive retreat for up to 30 participants, CCBC will combine lecture-style presentations with opportunities for tours and hands-on experiential learning. The material will be targeted for young professionals, students, and mid-level staff members recently assigned responsibility for collections care.

Because the CCBC experience provides intensive work with diverse collections of host sites in Philadelphia, CCAHA will offer scholarships to reflect relevance of shared culture in a world heritage city. Through partnerships with associations such as the HBCU Library Alliance and the Association of Tribal Archives, Libraries and Museums (ATALM) scholarship opportunities will be competitively offered to individuals such as recent graduates and students at HBCU institutions, collections stewards for Tribal collections, and/or other diverse backgrounds.

**Online Courses, Webinars, and Forums:** CCAHA's current 12-part webinar series, "Putting Best Practices Into Practice," has been very well received, regularly attracting largely professional audiences of 100 to 300, with similar attendance at the less structured Community Conversation forums, where CCAHA staff address questions and ideas suggested by attendees in an open format.

In 2021-24, CCAHA will continue leading a three-year webinar series, "Putting Best Practices Into Practice," on strategies for incremental improvement in collections care. Five 90-minute webinars will be held per year, and will feature an expert providing recommendations presented alongside with a case study (see course outline material in documentation attachment). In months when webinars are not presented, registered participants will be invited to take part in an online community conversation forum. During these live interactive sessions CCAHA staff will pose questions, share resources, and foster conversation. The non-CCAHA webinar instructors will be encouraged to visit the forums to contribute. The estimated attendance for the series is 100-150 participants per session.

## **METHODOLOGY AND WORK PLAN (See Attachment 4 for additional Work Plan details.)**

### **METHODOLOGY AND WORK PLAN: National Preservation Planning**

*Parentheses indicate positions with lead responsibility for implementing the task.*

**Mar. – May 2021:** Prepare application and menu forms (Dir. Pres. Services [DPS] and Pres. Specialist [PS]); recruit outside panel (DPS); market applications (Mgr. Marketing [MM] and DPS); convene panel (DPS); respond to all applicants (DPS and PS).

**Jun. 2021 – Nov. 2022:** Implement first round of Needs Assessment and Plans (DPS and PS), Emergency Preparedness and Response Plans (DPS and PS), and Digital Preservation Assessments (DPS and Mgr. Digital Imaging [MDI]). Each 18-month period of plan implementation includes site visit, consultation, and completion and acceptance of planning documents, plus follow-up activity.

**Jun. – Aug. 2022:** Market applications (MM and DPS); convene panel and select awardees, bringing total number of awarded planning services to 12 (DPS); respond to all applicants (DPS and PS).

**Sep. 2022 – Feb. 2024:** Implement second round of Needs Assessment and Plans (DPS and PS), Emergency Preparedness and Response Plans (DPS and PS), and Digital Preservation Assessments (DPS and MDI).

### **METHODOLOGY AND WORK PLAN: Regional Heritage Stewardship Program**

#### RHSP Education Programs

Each year from March 2021 through February 2024 two in-person educational programs will be marketed and presented in conjunction with regional conferences in RHSP Deep South and two in-person



educational Programs in RHSP Appalachia. Timing will be dependent on regional conference schedules. (DPS, PS, Education Program Mgr. [EPM], and MM).

#### RHSP Online Regional Resource Guides

**Mar. 2022 – Feb. 2024:** Create Online Regional Resource Guides for both RHSP Deep South and RHSP Appalachia, promote their availability, and disseminate through a dedicated page on the CCAHA website (DPS, PS, and MM).

#### RHSP Mentorship Circles

**Mar. 2021 – Feb. 2022:** Promote pilot Mentorship Circles in both RHSP Deep South and Appalachia (DPS, PS, and MM), organize initial set of circles (DPS and PS), recruit leadership for each circle (DPS and PS), consult with leadership on monthly topic guides and standards (DPS and PS), conduct evaluation survey in Nov. 2021 (DPS and PS), plan Mentorship Circles for next year, incorporating input from evaluation survey (DPS and PS).

**Mar. 2022 – Feb. 2023 and March 2023 – Feb. 2024:** Promote Mentorship Circles in both RHSP Deep South and Appalachia (DPS, PS, and MM), recruit leadership for each circle (DPS and PS), consult with leadership on monthly topic guides and standards (Dir. Pres. Serv. and Pres. Specialist), and conduct annual evaluation survey (DPS and PS).

#### RHSP Preservation Needs Assessments

**Mar. – May 2021:** Prepare RHSP Appalachia and RHSP Deep South Preservation Needs Applications (DPS and PS); recruit outside panel (DPS); market applications (MM and DPS); convene panel (DPS); respond to all applicants (DPS and PS).

**Jun. 2021 – May 2022:** Implement first round of Preservation Needs Assessments and Plans (DPS and PS). Implementation includes site visit with interactive training component, consultation, and completion and acceptance of Preservation Needs Assessment document, plus follow-up activity.

**Oct. 2021 – Dec. 2022:** Market second round applications (MM and DPS); convene panel (DPS); respond to all applicants (DPS and PS).

**Jan. – Dec. 2022:** Implement second round of Preservation Needs Assessments and Plans (DPS and PS). Oct. – Dec. 2022: Market third round applications (MM and DPS); convene panel and select awardees, bringing total number of awarded Preservation Needs Assessments to 7 for RHSP Deep South and 7 for RHSP Appalachia (DPS); respond to all applicants (DPS and PS).

**Jan. – Dec. 2023:** Implement third round of Preservation Needs Assessments and Plans (DPS and PS).

### **METHODOLOGY AND WORK PLAN: Education Programs**

#### Mid-Level Education Program

Each year from March 2021 through February 2024, two in-person 1.5 day, educational programs on preservation “best practices” will be developed, marketed, and presented at cities in the US outside of the Greater Philadelphia region (DPS, PS, EPM, MM, and other CCAHA specialists in program topics).

#### ICA- Collaboration Pilot Workshop Program

**Mar. 2021 – Feb. 2022 and March 2022 – February 2023:** Each year, two in-person one-day traveling educational programs on preventive conservation will be developed, marketed, and presented at the ICA facility in Cleveland, OH, and again at one other Midwest city, for a total of 4 workshops a year (DPS, PS, EPM, MM, ICA staff members, and other CCAHA and ICA specialists in program topics).

#### National Conference on Sustainability/Climate Change

**Jan. 2022:** Secure speaker contracts, develop promotional materials, convene committee for assembling data resource packet, and identify collections experiences at host site (DPS, PS, DPM, MM).

**June 2022:** Secure logistics contracts and open registration (DPS, PS, EPM, Preservation Services Assistant [PSA], and MM).

**Aug. 2022:** Prepare conference materials and supplies using sustainable methods (PSA and EPM).

**Oct. 2022:** Present in-person conference (DPS, PS, EPM, PSA).

**Dec. 2022:** Evaluate post program evaluations and 6-week follow-up responses (EPM).

#### Collections Care Boot Camp

**Jun. 2022 – May 2023:** Market applications, recruit selection committee, convene selection committee, and respond to all applicants for participation in a first-time CCBC (DPS, PS, EPM, and MM).

**Jun. – Aug. 2023:** Present five-day in-person program on collections care basics, with classes presented at a different Philadelphia location each day. The programs will combine lecture-style presentations with opportunities for tours and hands-on experiential learning (DPS, PS, EPM, and other CCAHA specialists in program topics). Pre- and post-evaluation surveys using outcomes-based measures will be developed, implemented, and analyzed (DPS, PS, EPM).

#### “Putting Best Practices into Practice” webinars and message board community

**Mar. – Apr.. 2021:** Market three-year series, “Putting Best Practices into Practice,” to a national audience of collection care professionals and students (DPS, PS, EPM, MM).

**May 2021 – Feb. 2024:** Develop and present a 30-month 12-part webinar series, “Putting Best Practices into Practice,” with four-five 90-minute webinars held each year (DPS, EPM, and other CCAHA specialists on selected topics). In the months when webinars are not presented, registered participants will be invited to take part in online community conversations (DPS, EPM, and other CCAHA specialists on selected topics).

### **PARTICIPANT RECRUITMENT AND OUTREACH**

Participant recruitment for the National Assessment and Planning program is described on page 2 of this narrative, and recruitment for the RHSP programs is described on page 6. Over the past 20 years, CCAHA has developed and implemented a fair yet rigorous application and selection process for Preservation Planning. As part of the application process institutions must demonstrate the humanities significance of their collections, as well as their history of collection stewardship and their current capacity for addressing collections care needs. The quality of the applications is generally very high. After review by an outside panel (typically including curators, archivists, and executive directors of collecting institutions), CCAHA can usually accommodate approximately 20% of applicants into the program. When declining applications, CCAHA responds with detailed feedback along with offers to assist with professional grant writing consultation at no charge to encourage their fundraising efforts through other channels. This program has been enormously successful in making preservation planning documents affordable and accessible for small and medium-sized organizations often located in underserved regions.

CCAHA’s educational programs are similarly marketed either regionally or nationally. For the CCBC, CCAHA will competitively offer scholarship opportunities to recent graduates and students at HBCUs, as well as stewards of Tribal collections and/or participant(s) representing other diverse backgrounds. CCAHA has established close ties to the HBCU museum and library communities through participation with the HBCU Library Alliance in a series of Mellon Foundation photograph preservation programs and through current participation in a major five-year initiative, Building Capacity: HBCU. CCAHA has also engaged with participants in the ATALM. CCAHA will use existing networks to promote the scholarships to the HBCU and Tribal communities.

### **EVALUATION**

**Preservation Field Services Project:** From 2021-2024, CCAHA will retain Amanda R. Latreille, MSIS, of AmaLat Consulting to lead a three-year Preservation Field Services Project, focused on the

development of internal data collection tools capable of providing more sophisticated outcome-based measures to cover the full range of CCAHA's preservation services activities. In the first year, she will advise CCAHA in the development of an evaluation plan/logic model for the project, and the creation of data collection tools, such as participant surveys. She will participate in online meetings/calls, review evaluation documents (drafted by CCAHA staff), and provide feedback. In the second and third years, she will additionally advise on data collection and mid-project analysis, concluding with a final report on the new upgraded evaluation systems at CCAHA. As new evaluation strategies develop, they will be used to evaluate the National Assessment and Planning programs and RHSP activities. We anticipate that CCAHA's current system for internal evaluation of educational programs, described below, will remain unchanged during this period.

**Education Programs:** CCAHA utilizes a pre- and post-questionnaire system to measure the success of all workshops. These questionnaires are created for each workshop, based on the specific goals established by the workshop leaders. The questionnaires include questions to gauge the change in knowledge level of the participants, as well as Likert scales (1-10 numerical scales) to estimate changes in confidence level regarding certain topics. They also include open-ended questions to critique all aspects of the session and to suggest future workshop topics. After 6 months, a follow-up electronic questionnaire is sent to each participant to gauge the usefulness of the training/information and any change in activities over a long-term period. This system will be used to measure success of all workshops in 2021-24.

## **STAFF, FACULTY, AND CONSULTANTS**

**Laura Hartz Stanton**, Executive Director, joined the CCAHA staff in 2005 as Preservation Specialist. Since then, she has served as Director of Preservation Services and was promoted to Executive Director in 2014. Prior to CCAHA, she served as Curator of Collections at Siouxland Heritage Museums in Sioux Falls, SD. She has a Master of Arts from the Cooperstown Graduate Program, with an emphasis in Museum Studies.

**Dyani Feige**, Director of Preservation Services, joined the staff in 2010 as Preservation Specialist and was promoted to Director of Preservation Services in 2014. Before CCAHA, she worked in the Brooklyn Museum Libraries. Ms. Feige has a Masters of Science in Library and Information Science with a Certificate in Archives from Pratt Institute and interned at the New York Public Library Barbara Goldsmith Preservation Division. She has been recognized by the Society of American Archivists as a Digital Archives Specialist.

**Chloe Houseman**, Interim Preservation Specialist, joined the CCAHA staff in 2018 as a Paper Conservator. Previously, she worked as a paper conservator at Harvard University Libraries' Weissman Preservation Center, after having previously interned there. She also completed a conservation internship at the National Archives and Records Administration in Washington, DC. She received an MA in Art Conservation from Queen's University in Canada, and a BA in Art History from the University at Albany.

**Stephenie Bailey**, Education Program Manager, supports and promotes the education and outreach activities of the preservation services office. Previously, she worked as an archival assistant at Dumbarton Oaks. She received her M.A. in Art History from George Washington University.

**Liyah Desher**, Preservation Services Assistant, handles registration, promotion, and materials for CCAHA's education programs; edits and prepares assessments and plans; and maintains the CCAHA library. Ms. Desher has worked at the Historical Society of Pennsylvania, the Academy of Natural Sciences of Drexel University, the Museum of the American Revolution, and the Free Library of Philadelphia. She earned her BA in Communication and History from Drexel University.

Conservation Center for Art and Historic Artifacts  
Preservation Field Services Activities

Attachment 2  
List of Participants

Anthony, Kayla, *Philadelphia Landmarks*  
Barley, Kari, *Alabama Museums Association*  
Cakars, Andrea, *Barnes Foundation*  
Cowper, Greg, *Academy of Natural Sciences of Drexel University*  
Cunningham-Kruppa, Ellen, *Harry Ransom Center*  
Dhody, Anna, *College of Physicians of Philadelphia*  
Durant, Fletcher, *University of Florida*  
Flint, Lacey, *The Explorer's Club*  
Forsko, Samantha, *Art Institute of Chicago*  
Fry, Joel, *Bartram's Garden*  
Gibbs, Anthony, *Ohio History Connection*  
Glassman, Susan, *Wagner Free Institute of Science*  
Hardin, John, *State of Alabama Department of Archives and History*  
Harris, Lance, *Mississippi Museums Association*  
Hatalski, Jon-Cris, *Historical Society of Pennsylvania*  
Higgins, Amanda L., *Kentucky Historical Society*  
Holden, Maria, *New York State Education Department, Office of Cultural Education*  
Johnson, Jane, *Roger Tory Peterson Institute of Natural History*  
Kalfatovic, Martin, *Biodiversity Heritage Library*  
Kiser, Toni M., *Association of Registrars and Collections Specialists*  
Latreille, Amanda R., *AmaLat Consulting*  
Lavery, Bruce, *Athenaeum of Philadelphia*  
Letzer, Mark B., *Maryland Historical Society*  
McCourt, Dr. Richard M., *The Academy of Natural Sciences of Drexel University*  
Patterson, Richard, *Old Barracks Museum*  
Reilly, Julie A., *ICA – Art Conservation*  
Rubin, Mary, *Society of Florida Archivists*  
Sampson, Molly, *Science History Institute*  
Simmons, John E., *Museologica*  
Smith, Rebecca, *Historic New Orleans Collection*  
Southwick, Caitlin, *Sustainability in Conservation*  
Tansey, Eira, *University of Cincinnati*  
Taylor, Joel, *Getty Conservation Institute*  
VerHoeft, Sue, *Atlanta History Center*  
Walker, Aaron, *Black Creek Workshop*  
Wentworth, Eryl P., *American Institute for Conservation and Foundation for Advancement in Conservation*  
Willits, Zinnia, *Southeastern Museums Conference*  
Wimer, Crystal, *West Virginia Association of Museums*  
Wohlschlag, George M., *College of Physicians of Philadelphia*

Conservation Center for Art and Historic Artifacts  
Preservation Field Services Activities

Attachment 3  
Resumes of Project Staff

Stephenie Bailey, Education Program Manager

Liyah Desher, Preservation Services Assistant

Dyani Feige, Director of Preservation Services

Chloe T. Houseman, Interim Preservation Specialist

Anastasia H. Matijkiw, Senior Preservation Specialist

# Stephenie Schwartz Bailey

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## EDUCATION

Certificate in Historic Preservation, Bucks County Community College, summer 2020

Master of Arts, Art History, The George Washington University, Washington, DC, 1996  
*Art History Department Fellow and Graduate Teaching Assistant, 1994 and 1995*

Bachelor of Arts, Art History, Beloit College, Beloit, WI, 1992

## PROFESSIONAL EXPERIENCE

### Education Program Manager

2011 - present

Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA

- Oversee and manage all aspects of education program operations, working in collaboration with the Department Director
- Develop curriculum on various stewardship topics for up to fifty-five national conferences, training workshops, webinars, and forums per year
- Responsible for management of the program supplies portion of the department budget
- Manage simultaneous multi-part programming guidelines, including participant enrollment, vendor contracts, site selection, client follow-up, budgeting, and other associated duties
- Write promotional text for website, printed brochures, and technical bulletins
- Recruit outside speakers and deliver presentations on preservation topics when necessary
- Within one year increased programming by 458%, bringing CCAHA's mission to preserve cultural heritage to the greater Mid-Atlantic region and nationwide

### Conservation Technician

2009 - 2011

Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA

- Designed and constructed custom housings for storing, shipping, and display—including boxes, folios, a variety of mats, framing, and sealed packages—using conservation quality standards and materials
- Assisted clients in selecting attractive and safe housing for exhibition and storage

### Curatorial Manager

1998 - 2003

Stanford University, The Revs Institute of Automotive History, Naples, FL

- Managed daily administration of executive office, including payroll and purchasing
- Responsible for special events logistics, from meetings of volunteer corps to biannual symposia
- Maintained curatorial files for collection and contributed research as necessary
- Created a system of tracking that increased efficiency and access in the archives and library

### Adjunct Professor of Art History

1998 - 2003

Florida SouthWestern State College, Fort Myers, FL

- Taught *Art History I: Pre-History to Renaissance* and *Art History II: Mannerism to Modern*
- Launched cooperative learning with curatorial staff of college art gallery, which introduced students to conducting original research and interpretation



## **Curatorial Staff Assistant for American and British Paintings**

1994 - 1997

National Gallery of Art, Washington, DC

- Served as hub of communication between curators, museum staff, and vendors to manage exhibition planning and installation
- Worked closely with curators and donors to negotiate loan contracts through production process
- Responsible for securing reproduction permissions for catalogues, and wrote brochure copy
- Awarded the Center for Advanced Study in the Visual Arts (CASVA) Robert H. Smith Fellowship for curatorial research and education

## **SELECT PROGRAMS PRESENTED**

- *Caring for Paper Collections within Your Historic Building*, Drexel University, Philadelphia, PA
- *It's In Here: Preservation Box-Making*, Drexel University, Philadelphia, PA
- *A Peek Under the Mat: Preservation Hinging for Paper Artifacts*, Drexel University, Philadelphia, PA
- *Protecting Collections: Disaster Planning, Response, and Recovery*, New Jersey Collections Care Network, New Jersey (statewide)
- *Care of Paper: Collections Care Training Series*, Conservation Center for Art & Historic Artifacts, Pennsylvania (statewide)
- *Introduction to Emergency Planning and Risk Assessment*, Widener Law Commonwealth Library, Chester, PA
- *Spring Historic Preservation Seminar*, Delaware County Historic Preservation Commission, Media, PA
- *Good...Better: Caring for Your Collections*, Historical Society of Pennsylvania, Philadelphia, PA

## **VOLUNTEER ACTIVITIES**

**Board Member**, Nether Providence Township Historical Society (2014 – present)

**Docent**, Thomas Leiper House and Estate, National Register of Historic Places Site (2014 – present)

**Chairperson**, Wallingford-Swarthmore School District Legacy Art Project (2013)

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# Liyah Desher

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## EDUCATION

B.A., Communications, Drexel University  
Philadelphia, PA | 2019

## CAREER EXPERIENCE

### CONSERVATION CENTER FOR ART AND HISTORIC ARTIFACTS

Preservation Services Assistant, June 2019 - Present

- Handles registration, promotion, and materials for workshops and educational programs
- Maintains disaster recovery and conservation treatment lending library
- Edits and prepares collections assessments and plans
- Organized and promotes annual conferences

### HISTORICAL SOCIETY OF PENNSYLVANIA

Visitor Services Coordinator, September 2018 - May 2019

- Managed “plan your visit” section of website and visitor data collection in Raiser’s Edge
- Assisted and directed patrons in person, over the phone, and via email
- Designed promotional material including program playbills and flyers
- Supervision of volunteers and interns working at the front desk
- Coordinated events for NEH-funded Art of Reintegration program series
- Developed and planned the public programs, including Becoming U.S. series
- Assisted with the living history interview series for PEW-funded Artist Embedded project

### DREXEL UNIVERSITY, OFFICE OF UNIVERSITY AND COMMUNITY PARTNERSHIPS

Web Support Specialist, April 2018 - March 2019

- Updated content for Office of University and Community Partnerships web pages
- Developed new content for Dornsife Center & Lindy Center web pages
- Managed the Dornsife Center Connector newsletter

### THE ACADEMY OF NATURAL SCIENCES OF DREXEL UNIVERSITY

Digital Communications Assistant, September 2017 - March 2018

- Redesigned the research website for the Center for Systematic and Evolutionary Biology
- Updated & maintained current content of museum website
- Developed written content for blog & social media accounts
- Tested new mobile responsive site for museum web pages

## ACTIVITIES

- Phi Alpha Theta, National History Honors Society Lifetime Member
- PhilaLandmarks, Powel House Site Manager
- Children’s Scholarship Fund Philadelphia, Young Friend

# DYANI FEIGE

## **EDUCATION**

- 2015 Society of American Archivists  
Digital Archives Specialist certificate
- 2008 Pratt Institute, New York, NY  
Masters of Science in Library & Information Science with Certificate in Archives, Distinction (highest honors)
- 2002 New York University, New York, NY  
Bachelor of Music in Music Business, Magna Cum Laude

## **EXPERIENCE**

8/2014 to present Director of Preservation Services – Conservation Center for Art & Historic Artifacts, Philadelphia, PA

Contributes to the mission of CCAHA through implementation of educational programs, surveys, outreach, and information to a variety of cultural institutions. Supervises Preservation Services staff of 3. Manages complex multi-part programming initiatives including developing program guidelines, participant recruitment, promotion, supervision of project staff, client follow-up, and other associated duties. Edits and provides quality control for all Preservation Services reports and documents.

Conducts on-site preservation needs assessments and risk assessments with written reports for libraries, archives, museums, and other cultural organizations. Assists institutions with developing long-range preservation plans, emergency preparedness and response plans, and collection-related policies. Develops, presents, and organizes educational programs and workshops including curriculum and content development, speaker recruitment, and scheduling. Presents lectures and prepares programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email, and in-print on preservation topics. Maintains familiarity with preservation literature.

Develops, presents, and organizes educational programs and workshops, including curriculum and content development, speaker recruitment, and scheduling. Prepares and presents lectures and programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email and print on preservation topics.

2010 to 8/2014 Preservation Specialist – Conservation Center for Art & Historic Artifacts, Philadelphia, PA

Conducted assessments and assisted in the development of planning and policy documents for cultural institutions. Developed, presents, and organized educational programs and workshops. Provided technical information on preservation topics.

2008 to 2010 Assistant Librarian – The Brooklyn Museum, Brooklyn, NY

Original cataloging of Library special collections; copy cataloging of Art Reference Library material. Provided in-person and e-mail reference assistance using all areas of Libraries and Archives. Researched and compiled exhibition checklists for exhibition archive on the Museum's website. Maintained press release collection, updating and organizing on a regular basis. Oversaw, coordinated, and provided mentorship in the Museum's IMLS-funded internship program. Loaded metadata for digitized images of Libraries and Archives material into Luna. Inventoried curatorial files in Access database prior to archival processing, performed preliminary rehousing and stabilization.

1/2008 to 6/2008 Preservation Intern – New York Public Library Barbara Goldsmith Preservation Division, New York, NY

Prepared Donnell Children's Rare Books Collection for upcoming move: took inventory, cleaned materials, assessed short-term preservation needs, created dust jackets and protective enclosures. Cleaned books using HEPA vacuum. Performed preservation survey of NYPL's bound pamphlet collection: cleaned and measured volumes, assessed preservation needs, ordered custom enclosures, rehoused material.

2005 to 2008      Administrative/Library Assistant – The Conference Board, New York, NY

Provided reference assistance in a business-oriented research library. Processed and arranged archival collection for retired Corporate Secretary: performed rehousing and stabilization of material (including scanning and digitization). Managed all journal and database subscriptions and standing orders for the library and organization-wide. Purchased books for the library and other departments. Data entry in online library catalog. Was responsible for updating and maintaining organization-wide Business Continuity Plan. Processed and managed invoices, wrote quarterly and yearly budgets for the department. Updated and maintained organization-wide intranet. Compiled and tracked plans for all research and publishing.

2001 to 2003      Graduate Assistant – Kent State University Library Archives & Special Collections, Kent, OH

Processed and arranged collections. Stabilized and reboxed material. Created finding aids. Prepared archival housing for items. Planned and implemented exhibits in the reading room exhibition space. Prepared findings aids for the web. Scanned and digitized material. Assisted patrons with access and reference questions. Shelves and filed material.

1998 to 2002      Library Assistant – New York University Bobst Library Reserve Department, New York, NY

Assisted patrons with locating and using periodicals and microforms and accessing items placed on reserve. Processed and prepared items to be placed on reserve. Organized and filed reserve items, periodicals, and microforms.

### **PROGRAMS PRESENTED**

*Selection of workshops and webinars developed and taught:* Collections Management: Managing and Organizing Museum Collections (Small Museums Pro online course); Emergency Preparedness: Testing & Evaluating Your Plan; Essential Policies & Procedures for Cultural Institutions; Introduction to Digitization; Policies and Procedures for Deaccessioning; Preservation Best Practices for Optimal Collections Care; Preservation Planning for Cultural Institutions; Protecting Collections: Disaster Prevention, Planning, & Response (2 days); Understanding Archives: An Introduction to Archival Basics

*Selection of conference presentations:* MARAC Fall Meeting, Cambridge, MD (2019): Presented in the session “Putting Out Fires and Sucking Up the Water,” moderated the panel discussion “Moving From Negative to Positive: Working Across Disciplines on Large Photograph Digitization Projects,” co-taught the workshop “After the Event: Response, Stabilization, and Salvage of Photographic Collections” with Barbara Lemmen. Southeast Museums Conference Annual Meeting, Jackson, MS (2018): Co-chaired and presented in “The Regional Heritage Stewardship Program: Preservation Services in Appalachia and the Deep South” session; Mid-Atlantic Association of Museums Annual Meeting, Pittsburgh, PA (2017): Chaired and presented in “Advocating Both Internally and Externally for Collections Care;” New York Archives Conference, Plattsburgh, NY (2016): Delivered plenary talk “Documenting, Preserving, and Increasing Accessibility for New York’s Archival Institutions: the Documentary Heritage and Preservation Services Initiative;” AASLH Annual Meeting, St. Paul, MN (2014): Chaired and presented in “Working Together for Better Preparedness: Cooperative Disaster Networks” session; AIC Annual Meeting, San Francisco, CA (2014): Co-presented “Sustaining the Cultural Community: The Stewardship Resource Center as a Model for Preventive Conservation” session; MARAC Spring Meeting, Cape May, NJ (2012): Moderated “Fundamentals of Emergency Preparedness: Conducting Risk Assessments” session.

### **PUBLICATIONS**

Authored “Advocating Internally for Collections Care” chapter in *The Handbook of Archival Practice* ed. Patricia C. Franks. Lanham, MD: Roman & Littlefield, 2021 (forthcoming).

Authored “Emergency Preparedness” chapter in *Preserving Local Writers, Genealogy, Photographs, Newspapers and Related Materials* ed. Carol Smallwood and Elaine Williams. Lanham, MD: Scarecrow Press, 2012.

Co-authored “Thinking Big: Launching a Statewide Collections Education and Advocacy Initiative” with Katherine Magaziner in *Archival Outlook*: March/April 2013.

Peer-reviewer: *The American Archivist* and *Journal of Contemporary Archival Studies*.

### **PROFESSIONAL AFFILIATIONS**

Member of the American Library Association, American Association for State and Local History, Delaware Valley Archivists Group, Mid-Atlantic Association of Museums, Mid-Atlantic Regional Archives Conference, Museum Council of Philadelphia and the Delaware Valley, and the Society of American Archivists.

## Chloe T. Houseman

chouseman@ccaha.org

(215)545-0613 (ext.336)

### EDUCATION:

2017, M.F.A. in art conservation, paper stream,  
Queen's University- Kingston, Ontario K7L 3N6  
Queen's Graduate Award  
2014, B.A. in art history with a minor in studio art,  
University at Albany- Albany, New York 12222  
Presidential Scholarship  
Spring 2013, studied abroad with a focus on art history and conservation,  
Lorenzo de' Medici Institute- Florence, Italy 50123

### SKILLS AND ABILITIES:

- Various paper conservation skills, including: tear repair, washing, consolidation, inpainting, filling, adhesive removal, de-lamination, lining, sizing, etc.
- Experienced in writing treatment documentation, and formulating treatment proposals.
- Excellent hand skills: Skilled at working on a small scale, under high magnification.
- Well versed in digital photo documentation and editing.
- Accustomed to working in a team to create collaborative treatment strategies.
- Experience using various analytical techniques, including polarized light microscopy, accelerated aging, x-ray fluorescence, and Fourier transform infrared spectroscopy.
- Well versed in housing paper-based collections, and some experience creating custom housings for three-dimensional objects.
- Experience packing and transporting paper objects.
- Experience creating and carrying out surveys of paper-based collections.
- Worked to create an online database of historical photos for the Shaker Museum | Mount Lebanon.
- Experience digitizing historical photos for the Shaker Museum | Mount Lebanon.
- Interned in paintings conservation: specifically cleaning, filling, and in-painting.
- Excellent color matching and toning skills, with both watercolor and acrylic pigments.
- Has written lengthy research papers on the art of Hadrian's Villa, The Male Gaze in 1700s French Art, and Roman Art.
- Good knowledge of chemistry, especially organic concepts.
- Is knowledgeable about various research sources, and regularly utilizes several.
- Well versed in many areas of art history, including: art of the Netherlands in the 17<sup>th</sup> century, the early Italian Renaissance, Aztec, Incan, and Mayan art and culture, art of the Medieval Knighthood, Modern art, Roman Sculpture, Symbolism in art, Symbolism in Italian artwork, Roman Mosaic and Painting, and the History of Cinema.
- Experience interacting with museum patrons, at both the Shaker Museum | Mount Lebanon and the Everson Museum of Art.

### WORK HISTORY:

Feb. 2020-Present, Interim Preservation Specialist: Conducts preservation planning, emergency response planning, and assists with education and training activities.

Dec. 2018-Present, Paper Conservator: Meets with clients, assesses condition and treatment needs, documents findings in reports, and treats a wide range of objects, including art on paper and archival materials.

Conservation Center for Art and Historic Artifacts  
264 S. 23rd Street  
Philadelphia, PA 19103

Sept. - Nov. 2018 and Sept.-Dec. 2017, Project Conservator: Worked to stabilize a number of paper-based collections for digitization. Treatments include: lining, sizing, mending, mold remediation, and re-housing.

The Weissman Preservation Center, Harvard University  
90 Mt. Auburn Street  
Cambridge, MA 02138

Summer 2017, Intern: Worked to conserve a variety of paper-based materials, including: architectural plans, bound materials, and artworks on paper.

The Weissman Preservation Center, Harvard University  
90 Mt. Auburn Street  
Cambridge, MA 02138

Summer 2016, Intern: Worked to conserve a variety of paper-based objects, including: paper records, photographs, parchment documents, and bound materials.

The National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740

2014, Gallery Guide and Collections Digitization Specialist: helped plan and install an exhibit of historic objects, created digital records for online collections archive.

Shaker Museum | Mount Lebanon  
88 Shaker Museum Road  
Old Chatham, NY

2013-2014, Intern: Working to conserve paintings, accession objects, and transport artwork. 14-16 hours a week.

Peebles Island Resource Center  
1 Delaware Ave. North  
Cohoes, NY 12047

#### **PERSONAL & PROFESSIONAL:**

- Currently collaborating with the CAC to produce an informational poster about comic book conservation.
- Presented original research during the ANAGPIC 2017 lightning round.
- Completed a research project on the conservation and storage of comic books.
- Studied abroad in Florence, Italy in the spring of 2013.
- Well versed in various Microsoft programs, including Excel, PowerPoint, and Word.
- Basic Photoshop skills.
- Firsthand familiarity with Italian art and architecture.
- Has had five years of instruction in Spanish, and one in Italian.
- Good interpersonal and communication skills.
- Keen organizational skills.

**REFERENCES:** Available upon request



# Anastasia H. Matijkiw

## EDUCATION

**National Arts Strategies/University of Pennsylvania School of Social Policy and Practice** August 2018  
Certificate in Cultural Leadership, Executive Program in Arts & Culture Strategy

**National Endowment for the Humanities/Northeast Document Conservation Center** July 2018  
Digital Preservation Assessment Training Institute

**University of Pittsburgh, School of Information Science, Pittsburgh, PA** August 2013  
Master of Library and Information Science - Archives, Preservation, & Records Management Specialization

**University of Pennsylvania, School of Arts and Sciences, Philadelphia, PA** May 2012  
Bachelor of Arts in Near Eastern Languages and Civilizations, Minor in Fine Arts Photography

## PROFESSIONAL EXPERIENCE

Senior Preservation Specialist and  
Program Manager, Documentary Heritage and Preservation Services for New York 5/2016 to Present  
Conservation Center for Art & Historic Artifacts (CCAHA) Philadelphia, PA

- Launched and manage the Documentary Heritage and Preservation Services for New York (DHPSNY) program through implementation of educational programs, planning and assessment services, and outreach to historical record repositories in the state of New York.
- Supervise DHPSNY staff of three and external subcontractors. Liaison with CCAHA Preservation Services and Conservation Departments, advisory committees, and vendors.
- Manage DHPSNY programming initiatives including developing program guidelines, participant recruitment, promotion, supervision of project staff, and client follow-up. Manage six-figure annual budget.
- Conduct on-site archival needs assessments and preservation surveys with written reports for archives, libraries, museums, and other cultural organizations in New York State.
- Facilitate strategic planning for archives, libraries, museums, and other cultural organizations in New York State.
- Develop, present, and organize educational programs and workshops including curriculum and content development, speaker recruitment, and scheduling.
- Edit and provide quality control for all DHPSNY reports and documents.
- Present lectures and prepare programs for professional and lay audiences to promote awareness of archival and collections care topics.
- Present at local and national conferences to promote DHPSNY and CCAHA services.
- Provide technical information via telephone, email, and in-print on archival and preservation topics.

Surveying & Outreach Archivist, Hidden Collections Initiative for Pennsylvania 5/2015 to 4/2016  
Small Archival Repositories Philadelphia, PA  
*Historical Society of Pennsylvania*

- Surveyed over 35 repositories' archival holdings to assess collections utilizing standardized project methodology, including determining collection groupings and developing collection descriptions. Contributed to the creation of 250 unique collection-level finding aids in accordance with DACS.
- Participated in project planning and development of project priorities, tasks, and methodologies.
- Developed and coordinated activities to support small repositories, including preparing and presenting series of archival training programs to five-county Philadelphia region small repositories and offering archival advice.
- Presented on project as a national model at local and national conferences.

Preservation Services Assistant 9/2013 to 5/2015  
Conservation Center for Art & Historic Artifacts (CCAHA) Philadelphia, PA

- Assisted in performing and writing preservation consultation projects under the guidance of Preservation Services Office Staff (e.g. surveys, consultations, preservation plans, and disaster plans).

- Regularly formatted, proofed, edited, and assembled preservation consultation projects.
- Assisted in preparation of educational programs, including administration of event websites, program registration assistance, invoice preparation, folder/binder preparation, and follow-up activities.
- Performed general administrative duties including organizing and maintaining filing systems to support office activities, triaged telephone and e-mail inquiries, and maintained and updated CCAHA calendar.

Field Experience Intern, Registrars Office  
*Carnegie Museum of Art*

1/2013 to 8/2013  
Pittsburgh, PA

- Processed and arranged archival collections concerning 1988 and 1991 Carnegie International Exhibitions.
- Rehoused collections in acid-free folders and boxes for long-term storage.
- Assisted Registrar with transition of institutional records into archive and responded to research requests.

Digital Imaging Assistant, Ewell Sale Library and Archives  
*Academy of Natural Sciences of Drexel University*

9/2009 to 5/2012  
Philadelphia, PA

- Digitized rare books and archival items using PhaseOne Cameras and scanners for Academy and patron use.
- Played integral role in general management of all scanning operations of library including all equipment training.
- Performed basic digital editing for scanned images and managed image storage on network server.

**SELECTED PROFESSIONAL PRESENTATIONS**

- Documentary Heritage and Preservation Services for New York Workshops (November 2016, September – October 2019)  
Taught “Understanding Archives: An Introduction to Archival Basics” full-day workshops in Buffalo, Glens Falls, and Highland, New York (2016) and Cooperstown, Huntington, Canton, Chautauqua, and Batavia, New York (2019).
- Society of American Archivists Conference – Austin, TX (August 2019)  
Presented “Serving Collecting Institutions: Documentary Heritage and Preservation Services for New York” with Sylia Kollar, Tom Ruller, and Laura Hertz Stanton.
- *Now! And Then? Preserving Modern and Contemporary Collections in Libraries and Archives* – New York, NY (October 2019) Presented “Documentary Heritage and Preservation Services for New York.”
- Association of Public Historians of New York State – Poughkeepsie, NY (November 2017)  
Presented “The Documentary Heritage and Preservation Services for New York Program.”
- Society of American Archivists Conference – Portland, OR (July 2017)  
Presented “Forget the Best: Good and Better Approaches to Preservation” with Samantha Forsko.
- Museum Association of New York Annual Conference – Saratoga Springs, NY (April 2017)  
Presented “Archiving in Museums without Archivists” with Rachel Dworkin, John Diefenderfer, and Clare Flemming.
- Documentary Heritage and Preservation Services for New York Online Webinars (September-October 2016)  
Taught “Introduction to DHPSNY” and “The Agents of Deterioration.”
- Mid-Atlantic Regional Archives Conference – Pittsburgh, PA (April 2016)  
Presented “The End of Archival Adventures in Small Repositories: HCI-PSAR Findings and Methodologies” with Sarah Leu and Jack McCarthy.

**PROFESSIONAL AFFILIATIONS**

American Association for State and Local History (AASLH); *Field Services Alliance Committee Member, 2018-present.*  
Mid-Atlantic Regional Archives Conference (MARAC); *Web Team member, 2016-present.*  
Society of American Archivists (SAA); *Preservation Section Member-at-Large (elected position), 2016-2018.*  
Empire Archival Discovery Cooperative; *Advisory Committee member, 2016-2018.*  
New York Archives Conference  
Archivists Roundtable of Metropolitan New York

**TECHNICAL EXPERTISE**

*Archives:* Working knowledge of Archivist’ Toolkit, ArchivesSpace, EAD, and DACS; Familiarity with basic preservation treatments for books and construction of custom enclosures.  
*Graphic Design:* Working knowledge of Adobe Creative Suite 6 including Photoshop, InDesign, Illustrator, and Bridge.  
*Photography:* Advanced understanding of digital photography, editing, and studio and editorial lighting.

**Conservation Center for Art and Historic Artifacts  
CCAHA Preservation Field Services**

**ATTACHMENT 4: WORK PLAN**

**WORK PLAN: National Preservation Planning**

*Parentheses indicate positions with lead responsibility for implementing the task.*

Mar. – May 2021: Prepare application and menu forms (Dir. Pres. Services [DPS] and Pres. Specialist [PS]); recruit outside panel (DPS); market applications (Mgr. Marketing [MM] and DPS); convene panel (DPS); respond to all applicants (DPS and PS).

Jun. 2021 – Nov. 2022: Implement first round of Needs Assessment and Plans (DPS and PS), Emergency Preparedness and Response Plans (DPS and PS), and Digital Preservation Assessments (DPS and Mgr. Digital Imaging [MDI]). Each 18-month period of plan implementation includes site visit, consultation, and completion and acceptance of planning documents, plus follow-up activity.

Jun. – Aug. 2022: Market applications (MM and DPS); convene panel and select awardees, bringing total number of awarded planning services to 12 (DPS); respond to all applicants (DPS and PS).

Sep. 2022 – Feb. 2024: Implement second round of Needs Assessment and Plans (DPS and PS), Emergency Preparedness and Response Plans (DPS and PS), and Digital Preservation Assessments (DPS and MDI).

**METHODOLOGY AND WORK PLAN: Regional Heritage Stewardship Program**

**RHSP Education Programs**

Mar. 2021 – Feb. 2022: Two in-person educational programs in RHSP Deep South and two in-person educational Programs in RHSP Appalachia will be marketed and presented in conjunction with regional conferences (DPS, PS, Education Program Mgr. [EPM], and MM).

Mar. 2022 – Feb. 2023: Two in-person educational programs in RHSP Deep South and two in-person educational Programs in RHSP Appalachia will be marketed and presented in conjunction with regional conferences (DPS, PS, EPM, and MM).

Mar. 2023 – Feb. 2024: Two in-person educational programs in RHSP Deep South and two in-person educational Programs in RHSP Appalachia will be marketed and presented in conjunction with regional conferences (DPS, PS, EPM, and MM).

**RHSP Online Regional Resource Guides**

Mar. 2022 – Feb. 2024: Create Online Regional Resource Guides for both RHSP Deep South and RHSP Appalachia, promote their availability, and disseminate through a dedicate page on the CCAHA website (DPS, PS, and MM).

**RHSP Mentorship Circles**

Mar. 2021 – Feb. 2022: Promote pilot Mentorship Circles in both RHSP Deep South and Appalachia (DPS, PS, and MM), organize initial set of circles (DPS and PS), recruit leadership for each circle (DPS and PS), consult with leadership on monthly topic guides and standards (DPS and PS), conduct evaluation survey in Nov. 2021 (DPS and PS), plan Mentorship Circles for next year, incorporating input from evaluation survey (DPS and PS).

Mar. 2022 – Feb. 2023: Promote Mentorship Circles in both RHSP Deep South and Appalachia (DPS, PS, and MM), recruit leadership for each circle (DPS and PS), consult with leadership on monthly topic guides and standards (Dir. Pres. Serv. and Pres. Specialist), and conduct annual evaluation survey (DPS and PS).

Mar. 2023 – Feb. 2024: Promote Mentorship Circles in both RHSP Deep South and Appalachia (DPS, PS, and MM), recruit leadership for each circle (DPS and PS), consult with leadership on monthly topic guides and standards (Dir. Pres. Serv. and Pres. Specialist), and conduct annual evaluation survey (DPS and PS).

#### RHSP Preservation Needs Assessments

Mar. – May 2021: Prepare RHSP Appalachia and RHSP Deep South Preservation Needs Applications (DPS and PS); recruit outside panel (DPS); market applications (MM and DPS); convene panel (DPS); respond to all applicants (DPS and PS).

Jun. 2021 – May 2022: Implement first round of Preservation Needs Assessments and Plans (DPS and PS). Implementation includes site visit with interactive training component, consultation, and completion and acceptance of Preservation Needs Assessment document, plus follow-up activity.

Oct. 2021 – Dec. 2022: Market applications (MM and DPS); convene panel (DPS); respond to all applicants (DPS and PS).

Jan. – Dec. 2022: Implement second round of Preservation Needs Assessments and Plans (DPS and PS).

Oct. – Dec. 2022: Market applications (MM and DPS); convene panel and select awardees, bringing total number of awarded Preservation Needs Assessments to 7 for RHSP Deep South and 7 for RHSP Appalachia (DPS); respond to all applicants (DPS and PS).

Jan. – Dec. 2023: Implement third round of Preservation Needs Assessments and Plans (DPS and PS).

### **METHODOLOGY AND WORK PLAN: Education Programs**

#### Mid-Level Education Program

Each year, two in-person 1.5 day, educational programs on preservation “best practices” will be developed, marketed, and presented at cities in the US outside of the Greater Philadelphia region (DPS, PS, EPM, MM, and other CCAHA specialists in program topics). Evaluations of first and second year programs will aid in the topic selection for presentation in the second and third years.

Mar. 2021 – Feb. 2022: Identifying Preservation Concerns While Processing Collections (Historic New Orleans Collection, New Orleans, LA); Fundraising and Promotion (Historical Society of Maryland, Baltimore, MD)

Mar. 2022 – Feb. 2023: Preservation of Architectural Records (Art Institute of Chicago, Chicago, IL); Preservation of Photographic Materials (Harry Ransom Center, Austin, TX)

Mar. 2023 – Feb. 2024: Preservation Housing and Handling (Atlanta History Center, Atlanta, GA), Housekeeping, Mold, and Integrated Pest Management (Old Barracks Museum, Trenton, NJ)

#### ICA- Collaboration Pilot Workshop Program

Mar. 2021 – Feb. 2022: Two in-person one-day traveling educational programs on preventive conservation will be developed, marketed, and presented at the ICA facility in Cleveland, OH, and one other Midwest city, for a total of 4 workshops a year (DPS, PS, EPM, MM, ICA staff members, and other CCAHA and ICA specialists in program topics).

Mar. 2022 – Feb. 2023: Two in-person one-day traveling educational programs on preventive conservation will be developed, marketed, and presented at the ICA facility in Cleveland, OH, and one other Midwest city, for a total of 4 workshops a year (DPS, PS, EPM, MM, ICA staff members, and other CCAHA and ICA specialists in program topics).

#### National Conference on Sustainability/Climate Change

Jan. 2022: Secure speaker contracts, develop promotional materials, convene committee for assembling data resource packet, and identify collections experiences at host site (DPS, PS, DPM, MM).

Jun. 2022: Secure logistics contracts and open registration (DPS, PS, EPM, Preservation Services Assistant [PSA], and MM).

Aug. 2022: Prepare all conference materials and session supplies using sustainable methods and delivery (PSA and EPM).

Oct. 2022: Present in-person conference (DPS, PS, EPM, PSA).

Dec. 2022: Evaluate post program evaluations and 6-week followup responses (EPM).

#### Collections Care Boot Camp

Jun. 2022 – May 2023: Market applications, recruit selection committee, convene selection committee, and respond to all applicants for participation in a first-time CCBC (DPS, PS, EPM, and MM).

Jun. – Aug. 2023: Present five-day in-person program on collections care basics, with classes presented at a different Philadelphia location each day. The programs will combine lecture-style presentations with opportunities for tours and hands-on experiential learning (DPS, PS, EPM, and other CCAHA specialists in program topics). Pre- and post-evaluation surveys using outcomes-based measures will be developed, implemented, and analyzed (DPS, PS, EPM).

#### “Putting Best Practices into Practice” webinars and message board community

Mar. – Apr. 2021: Market three-year series, “Putting Best Practices into Practice,” to a national audience of collection care professionals and students (DPS, PS, EPM, MM).

May. 2021 – Feb. 2024: Develop and present a 12-part webinar series, “Putting Best Practices into Practice,” with four-five 90-minute webinars held each year (DPS, EPM, and other CCAHA specialists on selected topics). In the months when webinars are not presented, registered participants will be invited to take part in online community conversations (DPS, EPM, and other CCAHA specialists on selected topics).

Conservation Center for Art and Historic Artifacts  
Preservation Field Services Activities

Attachment 5  
Letters of Support and Commitment

Letters of Support

Holden, Maria, *New York State Office of Cultural Education*  
Kiser, Toni M., *Association of Registrars and Collection Specialists*  
Wentworth, Eryl P., *Foundation for Advancement in Conservation*

Letters of Commitment

Alvey, C. Scott, *Kentucky Historical Society*  
Anthony, Kayla, *Philadelphia Society for the Preservation of Landmarks*  
Cowper, Greg, *The Academy of Natural Sciences of Drexel University*  
Cunningham-Kruppa, Ellen, *Harry Ransom Center*  
Flint, Lacey, *The Explorers Club*  
Hardin, John, *State of Alabama Department of Archives and History*  
Harris, Lance, *Mississippi Museums Association*  
Hatalski, Jon-Chris, *Historical Society of Pennsylvania*  
Latreille, Amanda, *AmaLat Consulting*  
Lavery, Bruce, *The Athenaeum of Philadelphia*  
Letzer, Mark, *Maryland Historical Society*  
Reilly, Julie, *ICA Art Conservation*  
Rubin, Mary, *Society of Florida Archivists*  
Sampson, Molly, *Science History Institute*  
Simmons, John, *Museologica*  
Smith, Rebecca, *The Historic New Orleans Collection*  
VerHoef, Sue, *Atlanta History Center*  
Willits, Zinnia, *Southeastern Museums Conference*  
Wimer, Crystal, *West Virginia Association of Museums*  
Wohlreich, George M., *The College of Physicians of Philadelphia*





**NEW YORK STATE EDUCATION DEPARTMENT**  
**OFFICE OF CULTURAL EDUCATION / ALBANY, NY 12230**

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Preservation Officer  
Tel. (518) 474-4856  
E-mail: Maria.Holden@nysed.gov

June 8, 2020

Dear NEH Review Panel:

On behalf of the New York State Education Department Office of Cultural Education (OCE), I am writing to express our enthusiastic support for the Conservation Center for Art and Historic Artifact's application for a National Endowment for the Humanities (NEH) Preservation Services grant. I am the Preservation Officer for OCE, which encompasses the New York State Museum, Library, and Archives.

Our experience working with the Conservation Center for Art and Historic Artifacts (CCAHA) spans decades and a wide range of projects, from the conservation of thousands of Dutch Colonial documents to more recently, the launch of our statewide preservation services program, the successful Documentary Heritage and Preservation Services for New York (DHPSNY). Since the introduction of DHPSNY in 2016, we have witnessed CCAHA's impact on preservation landscape in New York, bringing transformative planning, education, and outreach services to the heritage community. We have also worked with CCAHA on several large-scale conservation projects and observed firsthand their outstanding treatment and digitization skills. CCAHA has consistently provided services that adhere to the highest standards of quality and are delivered on time and on budget.

In their proposal to NEH, CCAHA builds on their previous experience and successful outcomes while adapting services to respond to community needs. This responsiveness is evident in every component of their suite of services, from preservation planning to support and outreach. The proposed planning services reflect thoughtful assessment of how people learn and how organizations advance. In all categories: preservation planning, emergency planning, and digital preservation, CCAHA proposes a combination assessment and planning process that will deliver a concrete policy or plan. This approach makes it easier for participating institutions, often strapped for staff and resources, to close the circle on the process. It ensures results and builds organizational confidence. The extended engagement with the repository receiving a planning/assessment service (18 months) guarantees the application of assessment recommendations.

Through DHPSNY, OCE is keenly aware of the value of the CCAHA's assessment reports and follow-up plans to institutional health. Planning services are tailored to individual repositories and result in a comprehensive, custom assessment report containing recommendations and priorities. This document serves as critical roadmap for program building and growth. The process itself encompasses a staff site visit and ongoing communication and coaching over time.

In regional stewardship, CCAHA's approach is one that meets people where they are and effectively addresses the diverse needs of the range of repositories in the Deep South and Appalachia – especially the small and often struggling volunteer-run organizations. The

emphasis is on both quality and accessibility of services. The latter is ensured through thoughtful geographic distribution of services, both in-person and web-based. An array of delivery methods ensures that every cultural institution, regardless of staff size, budget, and technology capacity, will have equal access to services. This is a multi-pronged approach and one that is in tune with emerging needs and new trends.

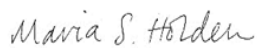
With DHPSNY, CCAHA has created a community of practice that is both regional and statewide. The professional relationships that develop across organizations lead to increased networking, partnerships, and sustainability. DHPSNY's mentorship circles contribute greatly to the sense of community and peer-to-peer learning. OCE is confident that the mentorship model will work well in other locations.

The proposed education and training programs respond to the needs of today's collection stewards and the environment in which they and their institutions operate. The inclusion of online learning to expand accessibility is evidence of CCAHA's human-centered approach. Likewise, the mid-level workshops and boot camps serve the more advanced staff and those seeking a more efficient experience, respectively. Again, CCAHA is meeting collection caregivers where they are and reducing obstacles to learning. For the statewide DHPSNY community, CCAHA has made adjustments to delivery methods and training topics in response to audience needs and enhanced accessibility.

Access to expert support and outreach is critical to cultural heritage organizations, many of which do not employ preservation or archives professionals. Access to expertise is particularly important when disaster strikes. The fact that CCAHA staff are exceptionally knowledgeable, experienced, and available is a gift not only to the mid-Atlantic but also nationally.

CCAHA has played a pivotal role in ensuring access to high-quality preservation services here in New York. OCE wholeheartedly endorses the awarding of an NEH grant to CCAHA, to support the development and delivery of services more broadly, so that even more collection professionals and institutions can benefit from their unparalleled knowledge and experience.

Sincerely yours,

A handwritten signature in cursive script that reads "Maria S. Holden".

Preservation Officer  
New York State Education Department  
Office of Cultural Education



3 June 2020

Dear Application Review Panelist:

The Association of Registrars and Collections Specialists (ARCS) is happy to support the application of the Conservation Center for Art and Historic Artifacts (CCAHA) for NEH Preservation and Access Education and Training funding. The funds will allow CCAHA to build on their proven track record of providing essential services throughout the nation.

The core of CCAHA's grant proposal plays to their strength: helping collecting institutions at all levels build sustain a firm foundation for preservation and disaster preparedness. CCAHA has been very effective at bringing together professional collections specialists and conservators with staff at mid-sized institutions and non-professional collections staff alike to build capacity and help institutions pursue their ultimate preservation goals. The community building and educational outreach ARCS has seen demonstrated by CCAHA give us confidence that this grant would be an excellent investment likely to produce sustainable results.

Over the years, ARCS has collaborated with CCAHA and CCAHA staff members in a number of initiatives. Through webinars and online resources we have reached museum collections professionals that may not have otherwise had the benefit of such expert guidance. The organization has been exceptionally open to cooperation and has maintained its commitment to ethical standards. We wish them all the best for this project.

Sincerely,

Toni M. Kiser  
President  
Association of Registrars and Collection Specialists  
[www.arcsinfo.org](http://www.arcsinfo.org)



foundation  
for advancement  
in conservation

**Protecting Cultural  
Heritage**

727 15th St NW, Suite 500  
Washington, DC 20005

**(t)** 202.452.9545  
**(f)** 202.452.9328

3 June 2020

Dear Application Review Panelist:

The American Institute for Conservation of Historic and Artistic Works (AIC) is happy to support the application of the Conservation Center for Art and Historic Artifacts (CCAHA) for NEH Preservation and Access Education and Training funding. CCAHA has provided expert conservation services and preservation training and advice since 1977. They have been a strong advocate and resource for smaller collecting institutions that do not typically have access to in-house conservation and preservation expertise.

The proposed project will sustain and expand their regional outreach programs, including those reaching underserved portions of the country. The proposed assessment, emergency training, and education programs will complement and augment those conducted by the Foundation for Advancement in Conservation (FAIC).

CCAHA'S Regional Heritage Stewardship Program has provided education and consultative services in the deep South and Appalachia, areas that need this support the most. Their education programs bring resources to small organizations that need assistance with the fundamentals as well as to large institutions that are addressing emerging needs in the field.

Over the years, AIC and FAIC have collaborated with CCAHA and CCAHA staff members in a number of initiatives. The organization has been exceptionally open to cooperation and has maintained its commitment to ethical standards. We wish them all the best for this project.

Sincerely,

Eryl P. Wentworth  
Executive Director

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*The Kentucky Historical Society is  
fully accredited by the*



The Kentucky Historical Society is an  
agency of the Tourism, Arts and  
Heritage Cabinet of the  
Commonwealth of Kentucky



May 27, 2020

Ms. Dyani Feige

Director of Preservation Services

Conservation Center for Art &

Historic Artifacts

264 South 23<sup>rd</sup> Street

Philadelphia, PA 19103

Re: Letter of Support for CCAHA Regional Heritage Stewardship Program

Dear Ms. Feige:

The Kentucky Historical Society (KHS) supports the Conservation Center for Art and Historic Artifacts' (CCAHA) application for funding to conduct conservation and field services training to organizations in underserved areas.

KHS knows firsthand how museums and local history organizations in Appalachia—one of the regions outlined in this proposal—need professional support and consultations. As many museums and history organizations in Appalachia are run by well-intentioned volunteers with little training, and since these institutions have limited access to professional conservators, this grant will greatly aid our efforts to professionalize staff and provide conservation training to organizations in that region.

Because of CCAHA's great track record of success, it is well-suited to provide these underserved regions with expertise and training that will positively impact the overall sustainability of the region's museums. If funded, KHS looks forward to working with CCAHA in its efforts to improve museums in Appalachia and Eastern Kentucky, specifically.

KHS understands how this funding will positively impact these underserved areas. Therefore, we hope that the NEH will consider funding this worthy project.

Yours united in history,

A handwritten signature in blue ink, reading "C. Scott Alvey".

C. Scott Alvey  
Executive Director



*Powel 1765*



*Grumblethorpe 1744*



*Hill-Physick 1786*



*Historic Waynesborough 1724*

## *Philadelphia Society for the Preservation of Landmarks*

**www.PhilaLandmarks.org**

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June 1, 2020

Liyah Desher, Preservation Services Assistant  
Conservation Center for Art & Historic Artifacts  
264 S. 23rd Street  
Philadelphia, PA 19103

Dear Liyah,

The Philadelphia Society for the Preservation of Landmarks (PhilaLandmarks) is proud to offer support and collaboration for the Conservation Center for Historic Artifacts' (CCAHA) proposed Collections Care Bootcamp in 2024.

PhilaLandmarks is committed to providing CCAHA with a space to hold workshops in one of our historic properties, The Powel House, as well as provide any necessary support in the planning of the agenda for these workshops. Our staff will also coordinate with CCAHA to plan and execute a tour of the house and collections space.

Immersive, collaborative collections care programming is crucial to the development of preservation skills in museum staff. We are proud to host this event and look forward to our collaboration with CCAHA.

Sincerely,

Kayla Anthony  
Executive Director

Laura Hartz Stanton, *Executive Director*  
Conservation Center for Art & Historic Artifacts  
264 South 23rd Street  
Philadelphia, PA 19103  
lhartzstanton@ccaha.org  
215.545.0613

June 9, 2020

Dear Ms. Stanton,

I understand that the Conservation Center for Art & Historic Artifacts is planning a National Conference on Preserving the Natural Environment: Past, Present, and Future. Such a conference would be a wonderful opportunity to discuss my artist installation at Eastern State Penitentiary, *Specimen: An Exploration of the Natural History of a Historic Philadelphia, Pennsylvania Prison*.

The installation began as a biodiversity study of the penitentiary inspired by a 19th century prison inmate making an insect collection in the exercise yard of his cell. Eastern State Penitentiary, maintained as a stabilized ruin and now a National Historic Landmark, operated from 1829 to 1971 in the Fairmount section of Philadelphia. The penitentiary is an urban island surrounded by 30-foot high walls. The biodiversity inventory has documented more than 1,000 species of insects and other invertebrates living within its 11-acre grounds.

The insects and natural history materials collected within the walls of the penitentiary are displayed as a cabinet of curiosities housed in a prison cell. The installation invites public discussion of urban biodiversity, the importance of insects and nature in our lives, science advocacy, and the history of natural history.

Reference collections at the Academy of Natural Sciences and the archives of the Academy and Eastern State Penitentiary were important resources in understanding the history and natural history as interpreted by the installation. An overarching theme of *Specimen* underscores the role that the preservation of natural history collections play in helping to understand the natural environment through time, and in this case, art meets science against a backdrop of prison justice reform.

Please allow this correspondence to serve as a letter of commitment that I would be willing to speak about my artist installation *Specimen* at your Preservation of the Natural Environment Conference.

Thank you for your thoughtful consideration,  
I remain Sincerely Yours,

Greg



Greg Cowper  
*Curatorial Assistant | Research Assistant*  
*OrthopNet Manager*  
Department of Entomology  
The Academy of Natural Sciences  
of Drexel University  
cowper@ansp.org





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The University of Texas at Austin

June 2, 2020

Laura Hartz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, PA 19103

Dear Laura:

The Harry Ransom Center would be pleased and honored to host CCAHA's proposed workshop *Preservation of Photographic Materials* in the period 2021 to 2024. We hosted 2017's CCAHA workshop, *A Space Odyssey: Storage Strategies for Cultural Collections*, in our Prothro Theater, which seats up to 120 people. I and look forward to filling all of those seats with *Preservation of Photographic Materials* attendees!

With best wishes,

A handwritten signature in cursive script, reading 'Ellen Cunningham-Kruppa'.

Ellen Cunningham-Kruppa, PhD  
Associate Director for Preservation and Conservation





Laura Hartz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts

June 8, 2020

Dear Laura,

Please accept this letter in keen support of the proposed *National Conference on Preserving the Natural Environment: Past, Present, and Future*. The content, discussion, and insight highlighted in this conference would be crucial for collections to move forward in a responsibly sustainable and impactful way. Given my institutional affiliation, not only do I support the conference, but I humbly commit to presenting and submit the following proposal.

In 1904, The Explorers Club was founded as an international, multidisciplinary, professional organization dedicated to the advancement of field research, scientific exploration, and to the ideal that it is vital to preserve the instinct to explore. It is the acquisition and dissemination of knowledge that distinguishes the scientific explorer from the adventurer, and as such, research plays a vital role in expedition planning. In the century since our founding, the Club has played a significant role as the premier meeting place for explorers and scientists worldwide who have pushed the limits of discovery and human endurance.

As such, the Club's collections are uniquely poised at the intersection of the preservation of natural history ephemera and the use of those materials to inform global conservation. These collections haven proven to be critical assets in understanding climate change and our ever-evolving environment. From the logbooks and meteorological data collected on Arctic expeditions in the late 1880s, to some of the earliest photos captured in the Arctic regions, these collections are cited in tracking historical climate trends and comparing them with today's data. The presentation would aim to weave together these examples, and others, to highlight how these early expeditions guide contemporary explorers, and the parallels between conserving our fragile earth and preserving natural history collections.

I hope to see this conference come to fruition, and look forward to continuing these critical conversations.

Respectfully Submitted,

Lacey Flint  
Archivist and Curator of Research Collections



# STATE OF ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

624 WASHINGTON AVENUE · MONTGOMERY, AL 36130-0100

Mailing Address: P.O. BOX 300100

[www.archives.alabama.gov](http://www.archives.alabama.gov)

Director's Office	334-242-4441
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Research Room	242-4435
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Government Records	242-4452
Public Services	242-4364
State Records Center	242-4306
FAX	240-3433

Steve Murray  
DIRECTOR

June 4, 2020

Ms. Dyani Feige  
Director of Preservation Services  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, PA 19103

Dear Dyani,

The Alabama Department of Archives and History (ADAH) is pleased to endorse the CCAHA's application to the National Endowment for the Humanities requesting funding for the Regional Heritage Stewardship Program (RHSP).

Embedded in our agency's mission is the charge to preserve records and artifacts of historical value. This extends beyond what can be preserved within the confines of our building in Montgomery. To the degree that limited state resources allow, we assist local organizations in becoming more effective stewards of the cultural heritage collections in their care.

Scores of cultural institutions in Alabama are in rural and underserved areas, and they hold an array of historical and other culturally important materials. Many are managed entirely by volunteers. Several have availed themselves of the opportunities presented by the first two phases of the program. The next phase would continue to provide training opportunities while also facilitating preservation assessments with a peer component. That aspect of the program could very well prove to be the catalyst for establishing a stable network of small cultural organizations with the confidence to help one another care for their collections.

The ADAH can support this program by promoting the RHSP among our constituents, by working with CCAHA to coordinate workshops, and by connecting staff with local resources, among other activities that will facilitate its success in Alabama.

Sincerely,

John Hardin  
Museum Division Director

## BOARD OF TRUSTEES

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June 5, 2020

Dyani Feige  
Director of Preservation Services  
Conservation Center for Art & Historic Artifacts  
264 South 23<sup>rd</sup> Street  
Philadelphia, PA 19103

Dear Dyani,

I am writing on behalf of the Mississippi Museums Association to support the continuation of the Regional Heritage Stewardship Program in the deep south/gulf coast for the 2021-2024 grant cycle, organized by the Conservation Center for Art & Historic Artifacts (CCAHA). MMA would be privileged to host CCAHA during its annual conference that will be held in 2021 in Hattiesburg, MS, along with any other partnership opportunities that we can create. The RHSP brings important preservation resources and education that is needed in this area of the country, and we are excited to work with you to insure the future growth of this program.

MMA is honored to be identified as a supporting state association and looks forward to working with you to help preserve the important legacy of Mississippi.

Sincerely,

*Lance Harris*

Lance Harris  
President, Mississippi Museums Association  
Director, Grand Village of the Natchez Indians and Historic Jefferson College



June 2, 2020

Ms. Laura Hartz Stanton, Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, PA 19103

Dear Ms. Hartz Stanton:

With this letter the Historical Society of Pennsylvania commits to participate in the potential grant-funded collections care project of the Conservation Center for Art & Historic Artifacts. Specifically, we will host a workshop in 2024 on collections care and storage as part of their larger initiative. This training is critical to the staff and potential users of special collections research facilities like HSP. We are pleased that the CCAHA is taking the lead on such an important effort. We hope that the NEH and its reviewers will give this application favorable consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon-Chris Hatalski', is placed below the word 'Sincerely,'.

Jon-Chris Hatalski  
Acting Head of Development



A New York State Certified Women-Owned Business Enterprise  
Amanda R. Latreille, Principal | 6656 Pine Ridge Road, Auburn, NY 13021 | 315-689-7019  
amalatconsulting@gmail.com | www.amalatconsulting.com

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June 8, 2020

Laura Hartz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23rd Street  
Philadelphia, PA 19103

Dear Ms. Hartz Stanton:

I am writing to express my commitment to serving as **outcome-based evaluation advisor** for the Preservation Field Services Project (2021-2024), proposed by the Conservation Center for Art & Historic Artifacts (CCAHA). It would be a pleasure to work with you on this important program.

I am an Outcome-Based Evaluation Trainer (certified by the New York State Library), with many years of experience evaluating professional development programming in both the library and archives fields at the state and national level.

The following is my proposed work plan as evaluation advisor:

2021-2022 – I assist/advise CCAHA in the development of an evaluation plan/logic model for the project, and the creation of data collection tools, such as participant surveys. I participate in online meetings/calls, and review the evaluation documents (drafted by CCAHA staff) and provide feedback via email as needed.  
(estimate: 40 hours)

2022-2023 – I continue to assist/advise CCAHA staff in data collection tool development. I also advise on the data collection and mid-project analysis conducted by CCAHA staff, and discuss any necessary adjustments to evaluation procedures. I participate in online meetings/calls as needed. (estimate: 20 hours)

2023-2024 – I review the final report developed by CCAHA staff (likely multiple drafts), and provide feedback. I participate in online meetings/calls as needed. (estimate: 20 hours)

Fee for this work: (b) (6)



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Amanda R. Latreille, Principal | 6656 Pine Ridge Road, Auburn, NY 13021 | 315-689-7019  
amalatconsulting@gmail.com | www.amalatconsulting.com

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Fee schedule:

2022 - (b) (6)

2023 - (b) (6)

2024 - (b) (6)

Please let me know if you have any questions about this proposal. I am more than happy to discuss.

Thank you for the opportunity to submit!

Sincerely,

A handwritten signature in cursive script, appearing to read 'Amanda R. Latreille', written in dark ink.

Amanda R. Latreille, MSIS

Athenaeum of Philadelphia  
219 South 6<sup>th</sup> Street  
Philadelphia, PA 19106  
215-925-2688  
[www.philaathenauem.org](http://www.philaathenauem.org)

June 8, 2020

Laura Holtz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, Pennsylvania 19103

Dear Laura,

With this letter, I am pleased to commit to supporting and participating in the NEH Education & Training grant for the proposed Conservation Center for Art & Historic Artifacts workshop on the preservation of architectural records, to be held in Chicago in 2022.

Sincerely,



Bruce Laverty  
Curator of Architecture  
The Athenaeum of Philadelphia  
[Laverty@athenaonline.org](mailto:Laverty@athenaonline.org)





Laura Hartz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, PA 19103

June 5, 2020

Dear Ms. Stanton:

The Maryland Historical Society would be delighted to host the Conservation Center for Art & Historic Artifacts' workshop on Fundraising and Promotion of Collections. The expertise provided by the Conservation Center for Art & Historic Artifacts (CCAHA) to the Maryland Historical Society has been crucial to our development as stewards of Maryland history and culture. The Preservation Needs Assessment created for both our museum and library collections is an invaluable comprehensive tool for us in guiding our preservation projects and campaign projects moving forward. The preservation of our cased photographs collection as well has been crucial in the preservation of Maryland history.

The Maryland Historical Society is always striving to help other cultural institutions in the greater Baltimore area and beyond. We understand that as hosts of this program, we will not only provide a classroom or large working space, but that we will be active participants in the program. Our museum and library collection staff look forward to the opportunity to share our own experiences and knowledge in fundraising and the promotion of collections.

We look forward to working with the CCAHA on this and other preservation projects.

Sincerely,

A handwritten signature in black ink, reading "Mark B. Letzer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mark B. Letzer  
President & CEO, Maryland Historical Society



Laura Hartz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23rd Street  
Philadelphia, PA 19103



June 10, 2020

Dear Laura,

Please accept this letter as ICA - Art Conservation's commitment to partner with the Conservation Center for Art and Historic Artifacts on eight on preservation and care workshops focusing on paper-based collections. These workshops, which will take place in 2021 and 2022, will meet the training needs of cultural institution in ICA - Art Conservation's region and will serve as a pilot for further future collaboration between ICA - Art Conservation and the Conservation Center for Art and Historic Artifacts. As part of this collaboration, ICA will provide workshop space in our conservation and education facility in downtown Cleveland, Ohio, help to identify partner institutions for hosting workshops in other parts of our region, and assist with promotion of the programs to our region.

We look forward to the collaboration and feel that it will bring nonprofit paper conservation expertise to our region and form the foundations for future collaboration that can bring nonprofit objects, paintings, and textile conservation expertise to the Conservation Center for Art and Historic Artifacts' region, sharing expertise and resources for educational programming, preventive care resources, and specialized conservation treatment.

Please let me know if I can provide any additional information in support of your 2020 National Endowment for the Humanities Preservation and Access, Education and Training grant application.

Best Regards,

A handwritten signature in black ink that reads 'Julie A. Reilly'. The signature is written in a cursive, flowing style.

Julie A. Reilly  
Executive Director



Society of  
Florida Archivists

June 8, 2020

Dear National Endowment for the Humanities,

I am writing this letter of commitment on behalf of the Society of Florida Archivists' (SFA) Executive Board which is in support of the Conservation Center for Art & Historic Artifacts (CCAHA), a national nonprofit preservation education and training organization that has worked with SFA in the past. Specifically, we are in support of CCAHA's Regional Heritage Stewardship Program (RHSP), an initiative focused on bringing preservation services such as assessment, training, and network building to targeted regions of the country. We at SFA hope that CCAHA can continue RHSP for the Deep South region, which includes Mississippi, Alabama, and Florida.

In May 2019, SFA benefited from CCAHA providing the workshop "Red Flag! Identifying Preservation Needs While Processing Collections" at our Annual Conference. The workshop focused on developing a system for identifying and prioritizing the collections care needs of items (objects, books, artworks, archival materials, etc.) during the accessioning, processing, and cataloging phases as well as procedures for assigning conservation and housing priorities and procedures for any "red flags" to alert staff when a conservator should be consulted. Every year, SFA conducts an annual meeting survey and asks specifically about each panel and pre-conference workshop. Of the individuals that responded to the 2019 Annual Meeting survey that attended the workshop from CCAHA, everyone rated it the highest score of 5 and one of those responses included the comment that they "really enjoyed and learned a lot!"

SFA is willing to continue to help support CCAHA's RHSP programs, share resources, and work with CCAHA more directly on coordinating workshops. We are appreciative of the work that CCAHA does and look forward to working with them more. If you have any questions or concerns, please do not hesitate to reach out to me.

Sincerely,

Mary Rubin  
Society of Florida Archivists' Outgoing President

(b) (6)  
(b) (6)



June 3, 2020

Ms. Liyah Desher  
Preservation Services Assistant  
Conservation Center for Art & Historic Artifacts  
264 South 23rd Street  
Philadelphia, PA 19103

Dear Ms. Desher,

I am writing to confirm that the Science History Institute has agreed to commit a classroom space for approximately 25 people for the Conservation Center for Art and Historic Artifacts' (CCAHA) Disaster Preparation and Response workshop in Fall 2024 as long as CCAHA can finalize the date by September 1, 2023. The Institute commits to participate in CCAHA's agenda that will be shared with the institute prior to the event. The classroom will allow Tupperware containers of water and chalk dust for the workshop and will be equipped for a PowerPoint presentation per instructions from CCAHA.

The Science History Institute looks forward to being one of the CCAHA's partners for this workshop. Thank you for reaching out to us for this event.

Sincerely,

A handwritten signature in cursive script, which appears to read "Molly Sa".

Molly Sampson  
Collections Manager and Registrar  
215.873.8215  
[msampson@sciencehistory.org](mailto:msampson@sciencehistory.org)



***Museologica***

John E. Simmons  
128 Burnside Street  
Bellefonte, Pennsylvania 16823-2010  
303-681-5708

(b) (6)

08 June 2020

Laura Holtz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, Pennsylvania 19103

Dear Laura,

With this letter, I am pleased to commit to supporting and participating in the NEH Education & Training grant for the proposed Conservation Center for Art & Historic Artifacts 2022 conference to promote a holistic examination of preserving the environment, sustainability, and the preservation of the collections that document the natural world. This is a topic long overdue for consideration, given its wide impact on the future of collection preservation and use. The proposed project will be of great interest not just to those involved with natural history collections, but also history collections, archives, art, and other collections that document the environment we live in.

Sincerely,

John E. Simmons  
Writer and Consultant, *Museologica*  
*and*

Associate Curator of Collections, Earth and Mineral Science Museum & Art Gallery,  
Penn State University

*and*

Investigador Asociado, Departamento de Ornitología, Museo de Historia Natural,  
Universidad Nacional Mayor de San Marcos, Lima



THE HISTORIC NEW ORLEANS COLLECTION  
KEMPER AND LEILA WILLIAMS FOUNDATION  
533 ROYAL STREET • NEW ORLEANS, LOUISIANA 70130-2179 • (504) 523-4662

June 3, 2020

Executive Director

CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS

264 S. 23rd Street

Philadelphia, PA 19103

Dear Laura Hertz Stanton,

Please accept this letter as confirmation that The Historic New Orleans Collection will be pleased to host the CCAHA conservation workshop “Red Flag! Identifying Preservation Needs While Processing Collections” or a variation thereon in 2021.

Best regards,

Rebecca Smith

Head of Reader Services and Technical Processing

The Historic New Orleans Collection

Rebecca.Smith@hnoc.org

504 598 7167

June 8, 2020

Stephenie Schwartz Bailey  
Education Program Manager & Preservation Consultant  
Conservation Center for Art & Historic Artifacts  
264 S. 23<sup>rd</sup> Street  
Philadelphia, PA 19103

Dear Stephenie:

The Atlanta History Center would be pleased to host CCAHA's proposed workshop *Preservation Housing and Handling* in 2022.

We hosted CCAHA's *Oral Histories: Giving Voice* workshop in May of 2015 and were extremely pleased with the experience and with the feedback we received from workshop attendees.

Best regards,



**Sue VerHoef**  
Director of Oral History and Genealogy  
Atlanta History Center  
130 West Paces Ferry Road NW  
Atlanta, Georgia 30305

**P** 404.814.4042  
**F** 404.814.4175  
[atlantahistorycenter.com](http://atlantahistorycenter.com)

**ATLANTA HISTORY CENTER**



June 10, 2020

NEH  
Division of Preservation and Access  
400 7th Street SW  
Washington, DC 20506

To Whom It May Concern:

The Southeastern Museums Conference (SEMC) supports the preservation service project by Conservation Center for Art & Historic Artifacts (CCAHA) for a NEH Grant. The project will provide preservation education and needs assessment to small rural museums in the southeast region. These museums have less access to conservation resources and preservation services. CCAHA's preservation services staff will conduct preservation needs assessments and train museum professionals to assist their neighboring institutions.

This preservation service project will address specific challenges of small museums in rural and underserved southeast regions that do not have access to educational programs on collections care and preservation best practices. As a partner, SEMC will promote this educational opportunity to small museums in targeted rural regions of Alabama, Mississippi, Kentucky and Florida that have been impacted by recent hurricanes, other natural disasters and shutdowns due to the COVID-19 pandemic. In the southeast region, museum collections are at high risk with rising sea levels, climate changes, and lack of emergency plans. SEMC will connect CCAHA with local organizations and resources in the southeast region.

SEMC encourages your support of this preservation service project for a NEH Grant.

Respectfully,

Zinnia Willits, SEMC Executive Director

Southeastern Museums Conference  
PO Box 550746  
Atlanta, GA 30355

June 4, 2020

Laura Hartz Stanton  
Executive Director  
Conservation Center for Art & Historic Artifacts  
264 S. 23rd Street  
Philadelphia, PA 19103



Dear Ms. Hartz Stanton,

The West Virginia Association of Museums (WVAM) supports the Conservation Center for Arts and Historic Artifacts (CCAHA) grant proposal to revitalize the Regional Heritage Stewardship Program submitted to the National Endowment for the Humanities (NEH). Many of our institutional members participated in the educational sessions of the Regional Heritage Stewardship Program in 2017-2018. Museums in West Virginia and other areas of Appalachia face unique challenges in collections care, and we appreciate the efforts made by the CCAHA to work with us to strengthen our ability to preserve our region's cultural materials. Therefore, it is a logical step for WVAM to endorse the rebirth of the RHSP.

As the president of WVAM, I acknowledge the roles and responsibilities that WVAM will fulfill for this project as described in the grant proposal. WVAM board members will assist the CCAHA with identifying and contacting museum professionals for this project. WVAM board members will also be available to answer questions and provide additional guidance on this project as needed.

Participation in this project will help further WVAM's mission of serving, educating, advocating for, and enhancing communications within our state's museum community. WVAM carries out this mission by listening to its members and other stakeholders, serving their interests, and keeping them informed of current professional standards and activities on a national scale.

I look forward to working on the project and collaborating with the CCAHA and the other regional partners involved in the project. Should you have any questions, please feel free to contact me at [museumsofwv@gmail.com](mailto:museumsofwv@gmail.com) or (304) 813-8569.

Sincerely,

A handwritten signature in cursive script, reading 'Crystal Wimer', is positioned above the printed name.

Crystal Wimer  
President

(304) 813-8569  
[museumsofwv@gmail.com](mailto:museumsofwv@gmail.com)  
[www.wvmuseums.org](http://www.wvmuseums.org)

West Virginia Association of Museums  
P.O. Box 4589  
Morgantown, WV 26504





**The College of Physicians of Philadelphia**  
BIRTHPLACE OF AMERICAN MEDICINE®

May 26, 2020

Ms. Laura Hertz Stanton  
Executive Director  
Conservation Center for Art and Historic Artifacts  
264 South 23<sup>rd</sup> Street  
Philadelphia, PA 19103

Dear Laura,

The College of Physicians of Philadelphia will gladly host the conference, *Preservation of the Natural Environment* in the fall of 2022. We will provide a classroom style set-up for approximately 200 participants at no charge to CCAHA.

The College of Physicians of Philadelphia, one of America's oldest professional medical associations, is home to the internationally renowned Mütter Museum, the Historical Medical Library, the Center for Education and Public Initiatives, and HistoryofVaccines.org. Although the College still serves the medical community through its Fellowship of more than 1,300 members, our public programming is of equal import, including online resources; topical exhibitions that combine visual arts, humanities, and science; transformative youth programming; and engaging lectures. Last year we greeted 188,000 visitors to the Mütter Museum.

We are honored to have been identified as a host site and look forward to working with you on this conference.

Sincerely,

George M. Wohlreich, MD, MA, DSc(Hon), FCPP  
President and Chief Executive Officer  
The Thomas W. Langfitt Chair  
sb

## Conservation Center for Art and Historic Artifacts

### STATEMENT OF HISTORY OF GRANTS

<u>Support for Preservation Services</u>	<u>Year Received</u>	<u>Amount</u>
IMLS (National Leadership grant)	2000	\$ 92,431
National Endowment for the Humanities	2000	\$ 210,000
National Endowment for the Humanities (pending match)	2000	\$ 130,000
Arcadia Foundation (NEH match)	2001	\$ 10,000
Philadelphia Cultural Fund (NEH match)	2001	\$ 16,748
Andrew W. Mellon Foundation (planning grant)	2001	\$ 47,000
National Endowment for the Humanities	2002	\$ 470,000
Claneil Foundation	2002	\$ 8,000
Gladys Krieble Delmas Foundation	2002	\$ 20,000
William Penn Foundation (Stewardship Program)	2002	\$ 374,360
National Endowment for the Humanities	2004	\$ 482,000
Claneil Foundation	2004	\$ 10,000
William Penn Foundation (Stewardship Program)	2005	\$ 495,000
Claneil Foundation	2005	\$ 10,000
Graham Foundation	2005	\$ 10,000
IMLS (Laura Bush 21st Century Librarian Grant)	2006	\$ 199,648
Dolfinger-McMahon Foundation	2006	\$ 2,500
Claneil Foundation	2006	\$ 10,000
National Park Service (NCPTT Grant)	2006	\$ 40,000
Gladys Krieble Delmas Foundation	2007	\$ 10,000
Claneil Foundation	2007	\$ 10,000
Andrew W. Mellon Foundation	2007	\$ 60,000
IMLS (Connecting to Collections Grant)	2008	\$ 40,000
Gladys Krieble Delmas Foundation (AV Training Program)	2008	\$ 15,000
National Endowment for the Humanities	2008	\$ 500,000
PA Federation of Museums (Connecting to Collections)	2008	\$ 12,500
Pennsylvania Historical and Museum Commission	2008	\$ 12,500
William Penn Foundation (Stewardship Program)	2009	\$ 192,500
National Endowment for the Humanities	2010	\$ 500,000
William Penn Foundation (Stewardship Program)	2010	\$ 280,500
Sovereign Bank (Stewardship Program)	2011	\$ 1,500
IMLS (Connecting to Collections Grant)	2011	\$ 247,968
Gladys Krieble Delmas Foundation (Preservation Services)	2011	\$ 10,000
Philadelphia Cultural Management Initiative	2012	\$ 143,900
Independence Foundation (Stewardship Program)	2012	\$ 22,500
PA Council on the Arts (PA programs)	2012	\$ 26,740
National Endowment for the Humanities	2012	\$ 290,000
William Penn Foundation (Stewardship Program)	2013	\$ 120,000
Gladys Krieble Delmas Foundation (Preservation Services)	2013	\$ 10,000
PA Council on the Arts (PA programs)	2013	\$ 25,719
IMLS National Leadership Grant (disaster preparedness)	2013	\$ 189,099
William Penn Foundation (Stewardship Program)	2014	\$ 457,875
PA Council on the Arts (PA Programs)	2014	\$ 27,005
National Endowment for the Humanities	2015	\$ 350,000
Gladys Krieble Delmas Foundation (Preservation Services)	2015	\$ 10,000
National Endowment for the Humanities supplement	2016	\$ 45,000
National Endowment for the Humanities	2017	\$ 394,000
William Penn Foundation (Stewardship Program/3 year)	2017	\$ 600,000
PA Council on the Arts (PA Programs)	2017	\$ 21,107
Mellon Foundation (Change Capital, including preservation)	2018	\$1,000,000
PA Council on the Arts (PA Programs)	2018	\$21,107
National Endowment for the Humanities	2019	\$392,917
PA Council on the Arts (PA Programs)	2019	\$21,107
William Penn Foundation (Stewardship Program/3 year)	2020	\$750,000

Conservation Center for Art and Historic Artifacts  
Preservation Field Services Activities

Attachment 7  
Documentation

Institutional Profile

CCAHA Preservation Field Services Surveys  
and Plans, 2010-20

Syllabi and Course Outlines

National Conference on Sustainability and the  
Preservation of the Natural World

Mid-Level Education Programs

ICA-Collaboration Pilot Workshop Program

Collections Care Boot Camp

“Putting Best Practices Into Practice” webinar series

## **Conservation Center for Art and Historic Artifacts**

### **INSTITUTIONAL PROFILE**

The Conservation Center for Art and Historic Artifacts (CCAHA) has a broad commitment to ensuring the long-term preservation of collections that are vitally important to humanities studies throughout the world. Established in 1977, CCAHA has grown to become the one of the two largest non-profit conservation centers in the United States. Over its 43-year history, CCAHA has dedicated itself to the preservation of our nation's artistic and documentary heritage. CCAHA's mission is to provide expertise and leadership in the preservation of our material culture, with a specialization in the treatment of works of art and historic artifacts on paper. In 2019, CCAHA conservators completed treatment on more than 6,000 items for over 400 clients at CCAHA's 10,500-square-foot facility in Philadelphia.

CCAHA serves libraries, archives, museums, historical societies, historic house museums, and research and educational institutions nationally. CCAHA provides subsidized fellowships and internships to emerging conservation professionals; fosters public awareness about the importance of preserving our cultural heritage for the enrichment of society and future generations; and collaborates on local, regional, and national initiatives to ensure the survival of our national treasures.

CCAHA has led in the development of preservation field services to assist cultural institutions with collections of important humanities significance. CCAHA's preservation professionals work one-on-one with institutions to develop preservation needs assessments that evaluate and make recommendations to improve the collections care environment and management policies, emergency planning that directly addresses the safety and security of collections, and education programs that disseminate information about current best practices in collections care. The ultimate goal of CCAHA's outreach field services is to ensure that these collections continue to be preserved and accessible for use by researchers, as well as available for appreciation by the general public. Since its launch in 1985, CCAHA's preservation services office has provided preservation needs assessments for more than 600 institutions; presented more than 800 workshops, conferences, seminars, lectures, and webinars; responded to an average of 40 calls per year for emergency assistance; and answered an estimated 2,500 technical inquiries each year.

Since its founding, CCAHA has maintained a professional training program as an integral part of its mission to educate preservation professionals. Through these training opportunities, CCAHA has worked with two apprentices and over 60 fellows and interns. Former CCAHA fellows are employed in nationally recognized cultural institutions in the U.S. and abroad, including the Library of Congress, the National Archives and Records Administration, Harvard University, Yale University, the Museum of Modern Art, Winterthur Museum and Library, the Whitney Museum of Art, the Hirschhorn Museum and Sculpture Garden, the Virginia Museum of Fine Arts, and the New York Public Library.

## CCAHA Preservation Services Consultation Work 2010-2020

### **Preservation Needs Assessments**

Abroms-Engel Institute for the Visual Arts; Birmingham, AL – 2018  
Acopian Center for Ornithology; Allentown, PA – 2011  
Agnes Irwin School; Bryn Mawr, PA – 2017  
Allentown Art Museum; Allentown, PA – 2012  
American Craft Council; Minneapolis, MN – 2014  
American Helicopter Museum; West Chester, PA – 2010  
American Philosophical Society; Philadelphia, PA – 2020  
American Revolution Center; Philadelphia, PA – 2010  
Andy Warhol Museum; Pittsburgh, PA – 2018  
Antiochian Heritage Center Museum and Library; Bolivar, PA – 2015  
Arcadia University Art Gallery; Glenside, PA – 2016  
Archdioceses of Philadelphia; Philadelphia, PA – 2014  
Arkansas Art Center; Little Rock, AR – 2018  
Arthurdale Heritage; Arthurdale, WV – 2018  
Athenaeum of Philadelphia; Philadelphia, PA – 2016  
Atlanta University Center, Woodruff Library; Atlanta, GA – 2014  
Ball State University Drawings & Documents Archives; Muncie, IN – 2010  
Betsy Ross House; Philadelphia, PA – 2018  
B.F. Jones Memorial Library; Aliquippa, PA – 2012  
Berks County Archives; Reading, PA – 2014  
Brandywine River Museum of Art; Chadds Ford, PA – 2015  
Buffalo & Erie County Public Library Special Collections; Buffalo, NY – 2010  
Cabrini College Library; Radnor, PA – 2010  
Carpenters' Company of Philadelphia; Philadelphia, PA – 2010  
Center for Ray Bradbury Studies; Indianapolis, IN – 2016  
Charles Sumner Museum; Washington, DC – 2018  
Chatham University Archives & Special Collections; Pittsburgh, PA – 2017  
Chester County Archives; West Chester, PA – 2013  
Christian C. Sanderson Museum; Chadds Ford, PA – 2010  
The College of New Jersey; Ewing, NJ – 2010  
Columbus Indiana Architectural Archives; Columbus, IN – 2016  
Country Music Hall of Fame and Museum; Nashville, TN – 2012  
Curtis Institute of Music Archives; Philadelphia, PA – 2017  
Delaware Historical Society Research Library; Wilmington, DE – 2016  
Drachen Foundation; Seattle, WA – 2010  
Eastern University Warner Memorial Library Special Collections; St. Davids, PA – 2010  
East Stroudsburg University Special Collections; East Stroudsburg, PA – 2017

### **Preservation Needs Assessments (cont.)**

Erie Art Museum; Erie, PA – 2013, 2019  
Evelyn Burrow Museum at Wallace State Community College; Hanceville, AL – 2018  
Florida International University College of Law; Miami, FL – 2012  
Fonthill Castle; Doylestown, PA – 2014  
Fort Mill History Museum; Fort Mill, SC – 2018  
Frances Willard Historical Association; Evanston, IL – 2015  
French Lick West Baden Museum; French Lick, IN – 2019  
George School; Newtown, PA – 2019  
German Society of Pennsylvania; Philadelphia, PA – 2011  
Germantown Historical Society; Philadelphia, PA – 2010  
Margaret R. Grundy Memorial Museum and Library; Bristol, PA – 2012  
H. Councill Trenholm State Technical College; Montgomery, AL – 2013  
Hagley Library and Archives; Wilmington, DE – 2013  
Harriet and Kenneth Kupferberg Holocaust Resource Center & Archives at Queensborough Community College; Bayside, NY – 2016  
Haverford College Quaker & Special Collections; Haverford, PA – 2010  
Hawaiian Historical Society; Honolulu, HI – 2012  
Hazard Community & Technical College Libraries; Hazard and Jacskon, KY – 2018  
Hingham Historical Society; Hingham, MA – 2019  
Historic Glenwood Foundation; Charleston, WV – 2018  
Historic Huguenot Street; New Palz, NY – 2015  
Historic Red Clay Valley; Wilmington, DE – 2010  
Historic Strawberry Mansion; Philadelphia, PA – 2013  
Historic Sugartown; Malvern, PA – 2014  
Historical Society of Haddonfield; Haddonfield, NJ – 2015  
Historical Society of Harford County; Bel Air, MD – 2017  
Hockaday Museum of Art; Kalispell, MT – 2012  
Horatio Colony House Museum; Keene, NH – 2012  
Indianapolis Motor Speedway Museum; Indianapolis, IN – 2018  
John Jermain Memorial Library; Sag Harbor, NY – 2011  
Johnson C. Smith University; Charlotte, NC – 2012  
Jackson State University Archives; Jackson, MS – 2012  
Japanese Cultural Center of Hawaii; Honolulu, HI – 2014  
Jewish Historical Society of North Jersey; Fair Lawn, NJ – 2018  
Juniata College Beeghly Library; Huntingdon, PA – 2020  
Kansas State University Special Collections & Archives; Manhattan, KS – 2017  
Keene State College Special Collections; Keene, NH – 2010  
Kona Historical Society; Kona, HI – 2016  
Lānaʻi Culture & Heritage Center; Lānaʻi City, HI – 2020  
Library of Virginia; Richmond, VA – 2015

## CCAHA Preservation Services Consultation Work 2010-2020

### **Preservation Needs Assessments (cont.)**

Loyola University Special Collections & Archives; New Orleans, LA – 2017  
Mack Trucks Historical Museum; Allentown, PA – 2017  
Maryland Historical Society; Baltimore, MD – 2019  
Mary Riley Styles Public Library; Falls Church, VA – 2019  
Millersville University Archives & Special Collections; Millersville, PA – 2010  
Mississippi Armed Forces Museum; Camp Shelby, MS – 2019  
Missouri Botanical Gardens Archive; St. Louis, MO – 2016  
Montgomery County Historical Society; Rockville, MD – 2015  
Moravian Archives; Bethlehem, PA – 2010  
Moravian Historical Society; Nazareth, PA – 2014  
Morris County Heritage Commission Archives; Morristown, NJ – 2014  
Morris County Park Commission; Morristown, NJ – 2019  
Museum of American Finance; New York, NY – 2013  
Nakashima Foundation for Peace; New Hope, PA – 2019  
National Canal Museum; Easton, PA – 2018  
National Museum of Wildlife Art; Jackson, WY – 2016  
Northern Arizona University; Flagstaff, AZ – 2012  
National Museum of Health and Medicine; Silver Springs, MD – 2015  
Newark Public Library Special Collections; Newark, NJ – 2020  
Newlin Grist Mill; Glen Mills, PA – 2014  
North Carolina Government and Heritage Library; Raleigh, NC – 2019  
Old York Road Historical Society; Jenkinton, PA – 2013  
Pacific Tsunami Museum; Hilo, HI – 2020  
Pennsylvania Academy of the Fine Arts; Philadelphia, PA – 2010  
Philadelphia Magic Gardens; Philadelphia, PA – 2012  
Philadelphia Orchestra; Philadelphia, PA – 2013  
Plattsburgh State Art Museum; Plattsburgh, NY – 2019  
Presbyterian Historical Society; Philadelphia, PA – 2014  
Princeton Theological Seminary Library; Princeton, NJ – 2016  
Roanoke Public Library Virginia Room; Roanoke, VA – 2012  
Rowan University Archives & Special Collections; Glassboro, NJ – 2017  
Scranton Public Library; Scranton, PA – 2014  
Senator John Heinz History Center; Pittsburgh, PA – 2012  
Seton Hall University Archives; South Orange, NJ – 2014  
Shofuso Japanese House and Garden; Philadelphia, PA – 2011  
Stone Harbor Museum; Stone Harbor, NJ – 2013  
Society of the Holy Child Jesus American Province Archives; Rosemont, PA – 2016

### **Preservation Needs Assessments (cont.)**

Solebury Township Historical Society; Solebury, PA – 2015  
St. Joseph's University Archives & Special Collections; Philadelphia, PA – 2018  
St. Olaf College Library; Northfield, MN – 2018  
St. Vincent College Special Collections; Latrobe, PA – 2015  
Swarthmore College McCabe Library; Swarthmore, PA – 2012  
Thomas County Historical Society; Thomasville, GA – 2017  
University of Alabama; Huntsville, AL – 2018  
University of Arkansas Libraries; Fayetteville, AK – 2019  
University at Buffalo Anderson Gallery; Buffalo, NY – 2011  
University & Jepson Herbaria, University of California, Berkeley; Berkeley, CA – 2015  
University of Louisville Special Collections; Louisville, KY – 2011  
University of Maryland Baltimore County Special Collections; Baltimore, MD – 2013  
University of Maryland Eastern Shore; Princess Anne, MD – 2012  
University of Wisconsin, Milwaukee; Milwaukee, WI – 2012  
University of Pennsylvania Barbara Bates Centre for Nursing; Philadelphia, PA – 2011  
Valentine Richmond History Center; Richmond, VA – 2012  
Vizcaya Museum and Gardens; Miami, FL – 2012  
Walter Anderson Museum of Art; Ocean Springs, MS – 2019  
Webb Institute of Naval Architecture; Glen Cove, NY – 2010  
Wesleyan Cinema Archives; Middletown, CT – 2013  
West Laurel Hill Cemetery; Bala Cynwyd, PA – 2018  
Western Carolina University Special Collections; Cullowhee, NC – 2015  
William Brinton 1704 House; West Chester, PA – 2014  
William Way LGBT Center, John J. Wilcox Archives; Philadelphia, PA – 2011  
Wissahickon Valley Historical Society; Blue Bell, PA – 2012

### **Risk Assessments**

Bayside Historical Society; Bayside, NY – 2010  
Carpenters' Company; Philadelphia, PA – 2011  
Center for Art in Wood; Philadelphia, PA – 2014  
Christ Church; Philadelphia, PA – 2010  
College of Physicians of Philadelphia; Philadelphia, PA – 2013  
Colorado State Archives; Denver, CO – 2014  
Dallas Heritage Village; Dallas, TX – 2014  
Delaware Historical Society; Wilmington, DE – 2012  
DePaul University Art Museum; Chicago, IL – 2012  
Everson Museum of Art; Syracuse, NY – 2012  
Fireman's Hall Museum; Philadelphia, PA – 2010

## CCAHA Preservation Services Consultation Work 2010-2020

### **Risk Assessments (cont.)**

Germantown Historical Society; Philadelphia, PA – 2016  
Glencairn; Bryn Athyn, PA – 2010  
Hawaii State Archives; Honolulu, HI – 2014  
Historic Sugartown; Malvern, PA – 2015  
Jacques Marchais Museum of Tibetan Art; Staten Island, NY – 2010  
John James Audubon Center at Mill Grove; Audubon, PA – 2010  
John James Audubon Museum; Henderson, KY – 2013  
Lincoln University; Lincoln University, PA – 2015  
Mercer Museum; Doylestown, PA – 2015  
Michigan State University Archives; East Lansing, MI – 2014  
National Museum of American Jewish History; Philadelphia, PA – 2011  
Pennsylvania Academy of the Fine Arts; Philadelphia, PA – 2013  
Peter Wentz Farmstead; Worcester, PA – 2010  
Philadelphia History Museum at the Atwater Kent; Philadelphia, PA – 2012  
Rosenbach Museum and Library; Philadelphia, PA – 2010  
Ryerss Museum & Library; Philadelphia, PA – 2011  
Shofuso Japanese House and Garden; Philadelphia, PA – 2013  
Strawberry Mansion; Philadelphia, PA – 2012  
Weeksville; Brooklyn, NY – 2010  
Westtown School; West Chester, PA – 2016  
Wharton Esherick Museum; Malvern, PA – 2016  
Woodford Mansion; Philadelphia, PA – 2012  
Woodstock Artists' Association and Museum; Woodstock, NY – 2012  
Wyck Association; Philadelphia, PA – 2010

### **Preservation Plans**

Berks County Archives; Reading, PA – 2015  
Brandywine River Museum of Art; Chadds Ford, PA – 2016  
Cabrini College; Radnor, PA – 2012  
Carmen L. Pettersen Collection at the Museo Ixchel del Traje Indígena; Guatemala City, Guatemala – 2015  
Carpenters' Company of Philadelphia; Philadelphia, PA – 2016  
Chester County Historical Society; West Chester, PA – 2010; update 2019  
Curtis Institute of Music; Philadelphia, PA – 2019  
Fisk University; Nashville, KY – 2011  
Fonthill Castle; Doylestown, PA – 2016  
Franklin Institute; Philadelphia, PA – 2010  
Glen Foerd on the Delaware; Philadelphia, PA – 2014  
Historical Society of Haddonfield; Haddonfield, NJ – 2016

### **Preservation Plans (cont.)**

LaSalle University Library Special Collections; Philadelphia, PA – 2010  
Mercer Museum; Doylestown, PA – 2012  
Michener Art Museum; Doylestown, PA – 2010  
New York Botanical Gardens; Bronx, NY – 2014  
Pearl S. Buck Historic Site; Perkasi, PA – 2012  
Pennsylvania Academy of the Fine Arts; Philadelphia, PA – 2012  
Pennsylvania Hospital; Philadelphia, PA – 2010  
Philadelphia City Archives; Philadelphia, PA – 2013  
Philadelphia History Museum at the Atwater Kent; Philadelphia, PA – 2011  
Presbyterian Historical Society; Philadelphia, PA – 2016  
Princeton Theological Seminary Library; Princeton, NJ – 2018  
Shofuso Japanese House and Garden; Philadelphia, PA – 2012  
St. Olaf College Library; Northfield, MN – 2019  
University of Pennsylvania Barbara Bates Centre for Nursing; Philadelphia, PA – 2012  
William Brinton 1704 House; West Chester, PA – 2016

### **Collections Management Policies**

Barnes Foundation; Philadelphia, PA – 2016  
Bryn Mawr College Special Collections; Bryn Mawr, PA – 2011  
College of Physicians of Philadelphia; Philadelphia, PA – 2010  
Eastern State Penitentiary; Philadelphia, PA – 2011  
Fisk University; Nashville, KY – 2011  
Free Library of Philadelphia Rare Books and Special Collections; Philadelphia, PA – 2015  
Historical Society of Frankford; Philadelphia, PA – 2016  
Mennonite Historians of Eastern Pennsylvania – 2010  
Pennsylvania Academy of the Fine Arts; Philadelphia, PA – 2019  
Ryerss Museum & Library; Philadelphia, PA – 2010  
Schwenkfelder Library & Heritage Center – 2010  
Shofuso Japanese House and Garden; Philadelphia, PA – 2014  
University of Delaware Special Collections & Museums; Newark, DE – 2019  
Wagner Free Institute of Science; Philadelphia, PA – 2011  
Westtown School; West Chester, PA – 2016  
William Way LGBT Center, John J. Wilcox Archives; Philadelphia, PA – 2015-2016  
Wyck Association; Philadelphia, PA – 2011

### **Emergency Preparedness and Response Plans**

Athenaeum of Philadelphia; Philadelphia, PA – 2011

## CCAHA Preservation Services Consultation Work 2010-2020

### **Emergency Preparedness and Response Plans (cont.)**

Binghamton University Libraries; Binghamton, NY – 2018  
Delaware Historical Society; Wilmington, DE – 2019  
Delaware & Lehigh National Heritage Corridor Canal Museum; Easton, PA – 2019  
Erie Art Museum; Erie, PA – 2016  
Evangelical and Reformed Historical Society; Lancaster, PA – 2016  
Fisk University; Nashville, KY – 2011  
Fonthill Castle; Doylestown, PA – 2017  
George Peabody Library, Johns Hopkins University; Baltimore, MD – 2016  
Girard College; Philadelphia, PA – 2018  
Hillwood Estate, Museum, & Gardens; Washington, DC – 2018  
Historic Sugartown; Malvern, PA – 2017  
Leather Archives and Museum; Chicago, IL – 2018  
Liberty Memorial World War I Museum; Kansas City, MO – 2010  
Quiet Valley Living Historical Farm; Stroudsburg, PA – 2018  
Rancho Los Alamitos Historic Ranch and Gardens; Long Beach, CA – 2017  
Ursinus College Berman Museum of Art; Collegeville, PA – 2011  
Villanova University Special Collections & Archives; Villanova, PA – 2019  
Vulcan Park and Museum; Birmingham, AL – 2019  
Wiregrass Museum of Art; Dothan, AL – 2015  
The Wolfsonian at Florida International University; Miami Beach, FL – 2015

### **Digital Preservation Assessments**

Brandywine River Museum of Art; Chadds Ford, PA – 2019  
Curtis Institute of Music Archives; Philadelphia, PA – 2018  
LancasterHistory; Lancaster, PA – 2020  
The Ringling Museum; Sarasota, FL – 2019  
University of Maryland Baltimore County Library Special Collections & Archives; Baltimore, MD – 2019  
University of West Florida; Pensacola, FL – 2020 ); and

### **Digital Preservation Policies**

Belmont Abbey College Library Special Collections; Belmont, NC – 2016  
Carpenters' Company; Philadelphia, PA – 2019  
Christ Church; Philadelphia, PA – 2016

### **Digital Preservation Assessments (cont.)**

Schwenkfelder Library & Heritage Center; Pennsburg, PA – 2016  
Swarthmore College Peace Collection; Swarthmore, PA – 2016  
Widener University Archives; Chester, PA – 2016

### **Other**

Norwegian-American Historical Association; Northfield, MN – 2019; Collections Survey, Digitization Plan, and Archival Assessment  
Rockefeller Center Archives of the Rockefeller Group; New York, NY – 2019; Archival Needs Assessment  
State Library of Pennsylvania Rare Books Department; Harrisburg, PA – 2018, Environmental Assessment  
York County History Center; York, PA – 2018; Collections Space Specifications



## CCAHA Preservation Services Consultation Work 2010-2020

### Documentary Heritage and Preservation Services for New York Planning Documents

#### Archival Needs Assessments

Adirondack History Museum; Elizabethtown, NY - 2017  
Albany Rural Cemetery; Albany, NY - 2019  
Alexandria Township Historical Society; Alexandria Bay, NY - 2017  
Alice T. Miner Colonial Collection; Chazy, NY - Expected 2020 (Virtual)  
American Institute of Graphic Arts; New York, NY - 2019  
Anthology Film Archives; New York, NY - 2017  
Baker Victory Services; Lackawanna, NY - 2019  
Bard College, Stevenson Library; Annandale-on-Hudson, NY - 2018  
Bethel Woods Center for the Arts; Bethel, NY - 2020 (Virtual)  
Canisius College; Buffalo, NY - 2017  
Charlotte-Genesee Lighthouse Historical Society; Rochester, NY - Expected 2020  
Chenango County Historical Society; Norwich, NY - 2017  
Cobblestone Society & Museum; Albion, NY - 2018  
Coney Island Museum; Brooklyn, NY - 2018  
Dryden Town Historical Society; Dryden, NY - 2017  
Dutchess County Art Association; Poughkeepsie, NY - 2017  
Edward Hopper House and Study Center; Nyack, NY - 2019  
Empire State Aerosciences Museum; Glenville, NY - 2017  
Galway Preservation Society; Galway, NY - 2017  
Geneva Historical Society; Geneva, NY - Expected 2020 (Virtual)  
Gloversville Public Library; Gloversville, NY - 2019  
Greater Ridgewood Historical Society; Ridgewood, NY - Expected 2020 (Virtual)  
Greenwich Free Library, The IVH Gill Room; Greenwich, NY - 2017  
Historic Red Hook; Red Hook, NY - 2018  
Historical Society of Saratoga Springs; Saratoga Springs, NY - 2016  
Historical Society of the Town of Middletown; Margaretville, NY - Expected 2020 (Virtual)  
Holocaust Museum and Center for Tolerance and Education; Suffern, NY - 2018  
Hudson Area Association Library; Hudson, NY - 2017

#### Archival Needs Assessments (cont.)

International Percy Grainger Society; White Plains, NY - 2017  
Jose Limon Dance Foundation; New York, NY - 2017  
Kanisteo Historical Society; Canisteo, NY - 2019  
Keene Valley Library Association; Keene Valley, NY - 2019  
La MaMa Experimental Theater Club Archives; New York, NY - Expected 2020 (Virtual)  
Lackawanna Public Library; Lackawanna, NY - 2017  
Landmark West! Inc; New York, NY - Expected 2020 (Virtual)  
Lyons Heritage Society; Lyons, NY - 2019  
Marion H. Skidmore Library, Lily Dale Assembly; Lily Dale, NY - 2017  
McEntegart Hall Archives, St Joseph's College NY; Brooklyn, NY - 2018  
Memorial Art Gallery of the University of Rochester; Rochester, NY - 2018  
Montour Falls Memorial Library; Montour Falls, NY - 2020  
NAACP Legal Defense Fund; New York, NY - 2018  
National Museum of Dance; Saratoga Springs, NY - 2017  
New York College of Podiatric Medicine; Manhattan, NY - 2017  
Niagara County Historical Society; Lockport, NY - 2017  
Niagara Falls Public Library; Niagara Falls, NY - 2019  
Orchard Park Historical Society; Orchard Park, NY - Expected 2020 (Virtual)  
Oswego County Historical Society; Oswego, NY - 2018  
Oyster Bay Historical Society; Oyster Bay, NY - 2017  
Penfield Library, SUNY Oswego; Oswego, NY - Expected 2020 (Virtual)  
Pollack-Krasner House and Study Center; East Hampton, NY - 2018  
Poughkeepsie Day School; Poughkeepsie, NY - 2018  
Preservation Long Island; Cold Springs Harbor, NY - 2018  
Roger Tory Peterson Institute of Natural History; Jamestown, NY - 2017  
Russian History Foundation; Jordanville, NY - Expected 2020 (Virtual)  
Saint Regis Mohawk Tribe; Akwesasne, NY - Expected 2020  
Schuylerville Public Library; Schuylerville, NY - 2017  
Seymour Public Library; Brockport, NY - Expected 2020

## CCAHA Preservation Services Consultation Work 2010-2020

### **Archival Needs Assessments (cont.)**

Shaker Heritage Society; Albany, NY - Expected 2020 (Virtual)  
Snug Harbor Cultural Center and Botanical Gardens; Staten Island, NY - 2019  
Sojourner Truth Library, SUNY New Paltz; New Paltz, NY - Expected 2020  
South Street Seaport Museum; Manhattan, NY - 2017  
St. Lawrence County Historical Society; Canton, NY - Expected 2020 (Virtual)  
State University of New York College at Cortland, Park's Family Outdoor Center; Raquette Lake, NY - Expected 2020 (Virtual)  
Syracuse Polish Community, Inc. ; Syracuse, NY - 2018  
The Statue of Liberty-Ellis Island Foundation, Inc.; New York, NY - Expected 2020  
Thousand Islands Arts Center (Handweaving Museum); Clayton, NY - Expected 2020 (Virtual)  
Town of Western Historical Society; Westernville, NY - 2018  
Upper New York Conference of the United Methodist Church; Liverpool, NY - 2018  
Victor D'Amico Institute of Art; Amagansett, NY - Expected 2020 (Virtual)  
Visual AIDS; New York, NY - Expected 2020 (Virtual)  
Voelker Orth Museum; Flushing, NY - 2019  
Waterville Historical Society; Waterville, NY - 2019  
WCNY; Syracuse, NY - 2017  
Western Monroe Historical Society; Brockport, NY - Expected 2020 (Virtual)  
Yates County Genealogical Society; Penn Yan, NY - 2019  
Yeshiva University Archives; New York, NY - Expected 2020 (Virtual)  
Zadock Pratt Museum; Prattsville, NY - 2019/20 (Hybrid Virtual/In-Person)

### **Preservation Surveys**

Albany County Historical Association; Albany, NY - Expected 2020 (Virtual)  
American Folk Art Museum; Queens, NY - 2018  
American Irish Historical Society; New York, NY - 2019  
American Jewish Historical Society; New York, NY - Expected 2020 (Virtual)  
Carousel Society of the Niagara Frontier ; North Tonawanda, NY - 2017  
Cheektowaga Historical Association; Cheektowaga, NY - 2018

### **Preservation Surveys (cont.)**

Clinton County Historical Society; Plattsburgh, NY - 2018  
Daniel A. Reed Library Special Collections & Archives, SUNY Fredonia; Fredonia, NY - Expected 2020 (Virtual)  
Delaware County Historical Society; Delhi, NY - 2020  
Explorers Club; Manhattan, NY - 2017  
Fort Ticonderoga Association; Ticonderoga, NY - 2017  
Franklin County Historical and Museum Society; Franklin County, NY - 2019  
Friends of Maple Grove Cemetery; Queens, NY - 2019  
Greater Astoria Historical Society; Long Island City, NY - 2017  
Hudson Area Association Library; Hudson, NY - Expected 2020 (Virtual)  
Hudson River Maritime Museum; Kingston, NY - 2018  
Huntington Historical Society; Huntington, NY - 2019  
Huntington Public Library; Huntington, NY - 2018  
Lake Placid Olympic Museum; Lake Placid, NY - 2017  
Lincoln Center for Performing Arts Archives; New York, NY - 2018  
Livingston County Historian's Office; Mount Morris, NY - 2018  
NYC Municipal Archives; New York, NY - 2018  
Oskar Diethelm Library, DeWitt Wallace Institute for the History of Psychiatry, Weill Cornell Medical College; New York, NY - 2020  
Perry Public Library; Perry, NY - 2017  
Poppenhusen Institute; College Point, NY - Expected 2020 (Virtual)  
Preservation Long Island; Huntington, NY - 2019  
Rakow Research Library, Corning Museum of Glass; Corning, NY - 2018  
Rochester Institute of Technology; Rochester, NY - Expected 2020 (Virtual)  
Samuel de Champlain History Center; Champlain, NY - Expected 2020  
Schaffer Library, Union College; Schenectady, NY - 2017  
Schenectady County Historical Society; Schenectady, NY - 2019  
Seymour Public Library; Auburn, NY - 2017  
Staten Island Museum; Staten Island, NY - 2017  
Storm King Art Center; New Windsor, NY - 2019  
Thomas Cole National Historic Site; Catskill, NY - 2019  
Ticonderoga Historical Society; Ticonderoga, NY - 2017  
Town of Henrietta; Henrietta, NY - 2017  
Town of Islip; Islip, NY - 2018

## CCAHA Preservation Services Consultation Work 2010-2020

### **Preservation Surveys (cont.)**

Town/Village of East Rochester; East Rochester, NY - 2019  
Village of Lancaster; Lancaster, NY - 2017  
YIVO Institute for Jewish Research; New York, NY – 2019

### **Strategic Planning Assistance**

Bayside Historical Society; Bayside, NY - 2017  
Albany County Historical Society; Albany, NY - 2018  
Bard College; Annadale-on-Hudson, NY - 2019  
Big Springs Historical Society & Museum; Caledonia, NY - 2017  
Cattaraugus Area Historical Society; Cattaraugus, NY - 2019  
Chenango County Historical Society; Norwich, NY - 2019  
Cold Spring Harbor Whaling Museum; Cold Spring Harbor, NY - 2019  
Constable Hall Association; Constableville, NY - 2019  
Cortland County Historical Society; Cortland, NY - 2018  
Fulton County Historical Society; Gloversville, NY - 2018  
Hadley-Lake Luzerne Historical Society; Lake Luzerne, NY - 2017  
Historical Society of the Town of Middletown; Margaretville, NY - 2017  
Hudson River Maritime Museum; Kingston, NY - 2019  
Huntington Historical Society; Huntington, NY - 2019  
Jefferson Historical Society; Jefferson, NY - 2020  
Lesbian, Gay, Bisexual, & Transgender Community Center; New York, NY - 2018  
Lincoln Center for Performing Arts; Manhattan, NY - 2017  
Lyons Heritage Society; Lyons, NY - 2020  
National Abolition Hall of Fame; Peterboro, NY - 2019  
North Shore Historical Society; Glen Cove, NY - 2017  
Northport Historical Society; Northport, NY - 2017  
Plattsburgh State Art Museum; Plattsburgh, NY - 2020  
Preservation Long Island; Cold Spring Harbor, NY - 2019  
Russian History Foundation; Jordanville, NY - 2019  
Schenectady County Historical Society; Schenectady, NY - 2018  
Sisters of Charity, New York; Bronx, NY - 2017  
Smithtown Historical Society; Smithtown, NY - 2017  
Sodus Bay Historical Society; Sodus Point, NY - 2017  
Soujourner Truth Library, SUNY New Paltz; New Paltz, NY - 2018

### **Strategic Planning Assistance (cont.)**

St. Regis Mohawk Tribe; Akwesase, NY - 2019  
SUNY Fredonia; Fredonia, NY - 2019  
Town of Clinton Historical Society; Clinton Corners, NY - 2020  
Valley Stream Historical Society; Valley Stream, NY - 2018  
Wanakena Historical Association; Wanakena, NY - 2019  
Waterloo Library & Historic Site; Waterloo, NY - 2020  
Wilderstein; Rhinebeck, NY – 2020

### **Condition Survey**

Merchant's House Museum; New York, NY - 2019  
Wildlife Conservation Society; New York, NY - 2018

# Preserving the Natural Environment: Past, Present, and Future

Fall 2022

College of Physicians of Philadelphia

## Day One Agenda

- |               |   |
|---------------|---|
| 8:30 – 9:00   | <i>Registration and refreshments</i>  |
| 9:00 – 9:15   | <i>Welcome and introductions</i>  |
| 9:15 – 10:15  | <i>Adventures with a time machine: the fascinating past and challenging future of natural history collections</i> , John E. Simmons, Museologica  |
| 10:15 – 11:00 | <i>Reduced waste alternatives for preservation housing</i> , Stephenie Bailey, Conservation Center for Art & Historic Artifacts   |
| 11:00 – 11:15 | Break   |
| 11:15 – 12:00 | <i>How does a changing environment influence collection preservation, physically and intellectually?</i> , Joel Taylor, Getty Conservation Institute  |
| noon – 1:15   | Lunch   |
| 1:15 – 2:00   | <i>Archives and climate change</i> , Eira Tansey, University of Cincinnati  |
| 2:00 – 2:45   | <i>Digital preservation aspects of access to information about the natural world</i> , Martin Kalfatovic, Biodiversity Heritage Library   |
| 2:45 – 3:00   | Break   |
| 3:00 – 4:00   | <i>Historic natural building materials, connections between architectural preservation and environmental conservation</i> , Aaron Walker, Black Creek Workshop and Susan Glassman, Wagner Free Institute of Science |
| 4:00 – 4:45   | <i>Specimen: an artistic exploration of the natural history of a historic Philadelphia, Pennsylvania prison</i> , Greg Cowper, The Academy of Natural Sciences of Drexel University                                 |
| 4:45 – 5:00   | <i>Day 1 wrap up and Q&amp;A</i>  |
| 7:00 – 8:30   | <i>Optional evening event: field trip to the Wagner Free Institute of Science to learn about historical sustainability efforts with natural specimens</i>   |

Preserving the Natural Environment: Past, Present, and Future

Fall 2022

College of Physicians of Philadelphia

Day Two Agenda

8:30 – 9:00	Registration and Refreshments
9:00 – 9:15	Welcome
9:15 – 10:00	<i>Ethical considerations in the preservation of natural history and science specimens</i> , Anna Dhody, The College of Physicians of Philadelphia
10:00– 10:45	<i>Natural history specimens as archival records</i> , Jane Johnson, Roger Tory Peterson Institute of Natural History
10:45 – 11:00	Break
11:00 – noon	<i>Preservation of historic herbaria and historic living plants</i> , Dr. Richard M. McCourt, The Academy of Natural Sciences of Drexel University and Joel Fry, Bartram’s Garden
noon – 1:30	Lunch
1:30 – 2:15	<i>Conserving cultural heritage and conserving the planet: sustainable practices to influence collection access and preservation</i> , Caitlin Southwick, Sustainability in Conservation
2:15 – 3:00	<i>Using historic exploration logbooks and data to track climate trends</i> , Lacey Flint, The Explorers Club
3:00 – 3:15	Break
3:15 – 4:00	<i>The impact of sustainable building design on collections within: findings from a LEED Platinum museum</i> , Andrea Cakars, Barnes Foundation
4:00 – 4:45	<i>Emergency preparedness as an outgrowth of climate crises</i> , Fletcher Durant, University of Florida
4:45 – 5:00	<i>Reflections and Q&amp;A</i>

# FUNDRAISING AND PROMOTION FOR COLLECTIONS

DATE

Maryland Historical Society

*Mid-Level Traveling Education Programs 2021-24,  
Presented by the Conservation Center for Art & Historic Artifacts  
And funded by the National Endowment for the Humanities*

## **AGENDA: DAY 1**

9:00 – 9:15	<u>Welcome and Introductions</u>
9:15 – 10:00	Fundraising overview: what is fundraising? How to make it FUNdraising?
10:00 – 10:45	Assess the organization, assess funding culture in your community and larger spectrum, asses your reality and mission for effectiveness
10:45 – 11:30	Fundraising methods (grants, memberships, individual gifts, sponsorships, special events & earned income, annual funds and campaigns, etc.)
11:30 – 11:45	<u>Break</u>
11:45 – 12:30	Developing a fundraising plan: using your own mission to guide and evaluate fundraising efforts, identify income sources, prioritizing and planning strategically.
12:30 – 1:30	<u>Lunch</u>
1:30 – 2:00	Group Activity: create a case statement for your institution to be supported by people, a story that illustrates the impact of the organization/project (includes WHY people should support, HOW money will be used, WHAT the impact/benefit will be, WHAT are the negative consequences if you fail).
2:00 – 3:00	Group Activity: evaluating funding methods, setting goals (depending on institutional mission and strategic plan) and timeline to move forward, evaluating stakeholders
3:00 – 3:15	<u>Break</u>

3:15 – 3:45      Groups Activity Discussion: presenting fundraising plans

3:45 – 4:00      Wrap-Up and Final Q&A

## **AGENDA: DAY 2**

9:00 – 9:15      Welcome and Debrief from Day 1

9:15 – 9:45      Museums and their audiences

9:45 – 10:30      Engaging specific audiences: promotion of your institution mission

10:30 – 11:00      Communicating through social media and digital platforms

11:00 – 11:15      Break

11:15 – 12:15      Tour: special exhibition tour with attention to sponsors, partnerships and meeting with communication team

12:15 – 12:30      Wrap-Up and Final Q&A

# HOUSEKEEPING, MOLD, AND INTEGRATED PEST MANAGEMENT

DATE

Old Barracks Museum,  
Trenton, NJ

*Mid-Level Traveling Education Programs 2021-24,  
Presented by the Conservation Center for Art & Historic Artifacts  
And funded by the National Endowment for the Humanities*

## **AGENDA: DAY 1**

9:00 – 9:15	<u>Welcome and Introductions</u>
9:15 – 10:00	Understanding the “collections container” (building envelope) and its environment: agents of deterioration
10:00 – 10:45	Importance of Housekeeping and IPM plan for longevity of collections: understanding dust and pests
10:45 – 11:30	Housekeeping highlights: DIY dust deposition monitoring kit, select the right vacuum, correct vacuuming, how cleaning should be done and correct supplies and equipment, Housekeeping Logbook
11:30 – 11:45	<u>Break</u>
11:45 – 12:30	IPM highlights: DIY Pest ID kit, brief pests identification, prevention (monitoring and trapping), IPM logbook
12:30 – 1:30	<u>Lunch</u>
1:30 – 2:00	Activity: housekeeping procedures on how to inspect a book for signs of deterioration and pests activity – handling included
2:00 – 3:00	Activity: book cleaning practice, bagging and how to quarantine after cleaning, if infested.
3:00 – 3:15	<u>Break</u>
3:15 – 3:45	Addressing the importance of Housekeeping and IPM plans for Special Events
3:45 – 4:00	<u>Wrap-Up and Final Q&amp;A</u>



## **AGENDA: DAY 2**

9:00 – 9:15	<u>Welcome and Debrief from Day 1</u>
9:15 – 9:45	Understanding safety, PPE, chemicals, and staff responsibilities in the museum settings
9:45 – 10:30	Identifying mold, detection and prevention
10:30 – 11:00	Mold response and recovery (inactivating and cleaning)
11:00 – 11:15	<u>Break</u>
11:15 – 12:15	Activity: cleaning mold off an object (paper flat object/photograph) and writing a condition report of it
	OR
	Tour: behind the scenes look at traffic areas, checking IPM traps (how they are disguised into exhibition spaces) and keeping collections clean
12:15 – 12:30	<u>Wrap-Up and Final Q&amp;A</u>

## PRESERVATION HOUSING AND HANDLING

DATE

Atlanta History Center

*Mid-Level Traveling Education Programs 2021-24,  
Presented by the Conservation Center for Art & Historic Artifacts  
And funded by the National Endowment for the Humanities*

### AGENDA: DAY 1

9:00 – 9:15	<u>Welcome and Introductions</u>
9:15 – 10:00	Understanding collection storage needs and its environment: agents of deterioration
10:00 – 10:45	Why is housing so important? Short-term use of containers vs long term storage
10:45 – 11:30	Preservation materials and tools, housing principles
11:30 – 11:45	<u>Break</u>
11:45 – 12:30	Box designs for each conservation purpose, importance of a lid, handling concerns
12:30 – 1:30	<u>Lunch</u>
1:30 – 2:30	Activity: Making your box and labeling it
2:30 – 3:00	Activity: Packing the box!
3:00 – 3:15	<u>Break</u>
3:15 – 3:45	Housekeeping and care for boxes, environmental monitoring
3:45 – 4:00	<u>Wrap-Up and Final Q&amp;A</u>

## **AGENDA: DAY 2**

9:00 – 9:15	<u>Welcome and Debrief from Day 1</u>
9:15 – 9:45	A special enclosure: the sealed package!
9:45 – 10:30	Packing for moving collections: vibrations and transportation monitoring
10:30 – 11:00	Sustainable solutions and materials for packing and crating (e.g. Turtle Crate)
11:00 – 11:15	<u>Break</u>
11:15 – 12:15	Tour: follow the artwork from the loading docks to collection storage walk, with the conservator
12:15 – 12:30	<u>Wrap-Up and Final Q&amp;A</u>

# A MONUMENTAL TASK: MANAGING & PRESERVING ARCHITECTURAL RECORDS

*Presented by the Conservation Center for Art & Historic Artifacts*

## **AGENDA: DAY 1**

9:00 – 9:30	<u>Welcome and Introductions</u>
9:30 – 10:30	Fabrication of Architectural Drawings: materials and methods
10:30 – 11:00	Describing Architectural Records
11:00 – 11:15	<u>Break</u>
11:15 – 12:00	Deterioration
12:00 – 1:00	<u>Lunch</u>
1:00 – 1:45	Activity
1:45 – 2:30	Storage and Handling
2:30 – 2:45	<u>Break</u>
2:45 – 3:15	Access and Use
3:15 – 3:45	Housing
3:45 – 4:00	<u>Wrap-Up and Final Q&amp;A</u>

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## **AGENDA: DAY 2**

9:00 – 9:10	<u>Welcome and Debrief from Day 1</u>
9:10 – 9:40	Housing
9:40 – 11:-00	Reformatting
11:00 – 11:15	<u>Break</u>
11:15 – 12:15	Activity
12:15 – 12:30	<u>Wrap-Up and Final Q&amp;A</u>

# FOCUSING ON PHOTOGRAPHS: IDENTIFICATION AND PRESERVATION

*Presented by the Conservation Center for Art & Historic Artifacts*

## **AGENDA: DAY 1**

9:00 – 9:20	<u>Welcome and Introductions</u>
9:20 – 10:00	Introduction to Photography
10:00 – 11:00	Identification of Photographic Prints
11:00 – 11:15	<u>Break</u>
11:15 – 12:00	Cased Photograph Identification and Care
12:00 – 1:00	<u>Lunch</u>
1:00 – 1:45	Activity
1:45 – 2:30	Identification of Color and Digital prints
2:30 – 2:45	<u>Break</u>
2:45 – 3:15	Identification and Care of Negatives
3:15 – 3:45	Cold Storage
3:45 – 4:00	<u>Wrap-Up and Final Q&amp;A</u>

## **AGENDA: DAY 2**

9:00 – 9:10	<u>Welcome and Debrief from Day 1</u>
9:10 – 9:40	Handling, Housing and Labeling Photographic Materials
9:40 – 11:00	Preservation and Exhibition Considerations of Photographic Materials
11:00 – 11:15	<u>Break</u>
11:15 – 12:15	Activity
12:15 – 12:30	<u>Wrap-Up and Final Q&amp;A</u>

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# RED FLAG! IDENTIFYING PRESERVATION NEEDS WHILE PROCESSING COLLECTIONS

*Presented by the Conservation Center for Art & Historic Artifacts*

## **AGENDA: DAY 1**

9:00 – 9:20	<u>Welcome and Introductions</u>
9:20 – 10:10	Agents of Deterioration
10:10 – 10:40	Handling
10:40 – 11:00	Examining Archival Materials
11:00 – 11:15	<u>Break</u>
11:15 – 12:00	Examining Archival Materials
12:00 – 1:00	<u>Lunch</u>
1:00 – 1:45	Activity
1:45 – 2:30	Prioritizing Preservation Needs
2:30 – 2:45	<u>Break</u>
2:45 – 3:15	Prioritization Parameters: Condition, Use, & Relevance
3:15 – 3:45	Assessing Priorities
3:45 – 4:00	<u>Wrap-Up and Final Q&amp;A</u>

## **AGENDA: DAY 2**

9:00 – 9:10	<u>Welcome and Debrief from Day 1</u>
9:10 – 9:40	Recap of Prioritization Parameters
9:40 – 11:00	Storage & Housing
11:00 – 11:15	<u>Break</u>
11:15 – 12:15	Activity
12:15 – 12:30	<u>Wrap-Up and Final Q&amp;A</u>

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## CCAHA/ICA WORKSHOP 1

MORNING SESSION: ESSENTIAL POLICIES AND PROCEDURES FOR CULTURAL INSTITUTIONS

AFTERNOON SESSION: FOCUS ON COLLECTIONS MANAGEMENT POLICIES

### AGENDA

9:00 – 9:15	Welcome and Introductions
9:15 – 10:15	Why are policies important? Policies vs. Procedures
10:15 – 10:30	Break
10:45 – 12:00	Mission Statement Collections Development Policy Environmental Policies Housekeeping Policies Integrated Pest Management Maintenance Guidelines Exhibition Policy
12:00 – 1:00	Lunch
1:00 – 2:30	Collections Management Policies
2:30 – 2:45	Break
2:45 – 3:45	Group discussion Exploring sample policies Homework assignment and next steps
3:45 – 4:00	Final questions and wrap up



# CCAHA/ICA WORKSHOP 2

**Morning Session: Caring for Paper Collections**

**Afternoon Session: Print Identification**

*Presented by the Conservation Center for Art & Historic Artifacts*

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## AGENDA

9:00 – 9:15	Welcome and Introductions
9:15 – 10:15	Paper collections handling and basic storage principals
10:15 – 10:45	Preservation terminology, review of materials Would you approve of this housing?
10:45 – 11:00	Break
11:00 – 12:00	Roll up your sleeves: make a four-flap enclosure
12:00 – 1:15	Lunch
1:15 – 2:30	History and identification of prints part 1 – manual process
2:30 – 2:45	Break
2:45 – 3:35	History and identification of prints part 2 – photomechanical process
3:45 – 4:15	Hands-on session: print identification
4:15 – 4:30	Wrap-up and Final Q & A

# CCAHA/ICA WORKSHOP 3

## Identifying Preservation Concerns While Processing Collections

*Presented by the Conservation Center for Art & Historic Artifacts*

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### AGENDA

9:00 – 9:20	<u>Welcome and Introductions</u>
9:20 – 10:10	Agents of Deterioration
10:10 – 10:20	Handling
10:20 – 10:45	Examining Archival Materials
10:45 – 11:00	<u>Break</u>
11:00 – 11:20	Examining Archival Materials
11:20 – 11:50	Activity
11:50 – 12:10	Prioritizing Preservation Needs
12:10 – 1:10	<u>Lunch</u>
1:10 – 2:00	Prioritization Parameters: Condition, Use, & Relevance
2:00 – 2:30	Storage & Housing
2:30 – 2:45	<u>Break</u>
2:45 – 3:00	Assessing Priorities
3:00 – 3:40	Activity
3:40 – 4:00	<u>Wrap-Up and Final Q&amp;A</u>

CCAHA/ICA WORKSHOP 4  
CARING FOR PHOTOGRAPHIC COLLECTIONS

9:00 – 9:15	Welcome and Introductions
9:15 – 9:45	Introduction to photography
9:45 – 11:00	Photographic processes
11:00 – 11:15	Break
11:15 – 11:45	Handling photographic materials
11:45 – 12:15	Terminology, lecture
12:15 – 1:30	Lunch
1:30 – 2:15	Terminology, hands-on activity
2:15 – 3:00	Storage materials
3:00 – 3:15	Break
3:15 – 4:15	Storage materials hands-on activities
4:15 – 4:30	Final questions and wrap up

# COLLECTIONS CARE BOOTCAMP

## DAY ONE – THE COLLECTIONS ENVIRONMENT

PRESENTED BY THE CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS (CCAHA)

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**OBJECTIVE:** Learn the significant ideal and practical steps an institution can take for preservation of collections materials in a controlled environment.

**INTRODUCTION:** In lecture, the instructor will review best practices and new approaches to monitoring environmental conditions.

**ACTIVITY:** Participants will review and edit an Environmental Management Policy and use a data-logger.

**ASSESSMENT:** host-site conservator will lead a tour of the building and discuss the feasible environmental control strategies to preserving collections materials here for the long term.

### AGENDA

9:30 – 10:00	<u>Bootcamp Welcome and Introductions</u>  Participant introduction exercise Review of printed packets Opening of bootcamp toolbox Brief review of pre-program readings for Day One
10:00 – 10:30	<i>The Collections Environment</i>
10:30 – 10:45	<u>Break</u>
10:45 – noon	<i>Understanding the Building/Climate Relationship</i>  <i>Best Practices for Environmental Control</i>
Noon to 1:00	<u>Lunch</u>
1:00 – 2:00	<i>Environmental Risks and Integrated Pest Management</i>
2:00 – 3:00	<i>Policy Development and Reporting</i>  <i>Hands-on activity: Review this Environmental Management Policy</i>
3:00 – 3:30	<i>Environmental Monitoring Data Analysis</i>  <i>Hands-on activity: Using a Datalogger</i>
3:30 – 4:00	<i>Question and Answer</i> <i>Looking Ahead to Day Two</i> <i>Tour of Host Site</i>

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# COLLECTIONS CARE BOOTCAMP

## DAY TWO - COLLECTIONS CARE

PRESENTED BY THE CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS (CCAHA)

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**OBJECTIVE:** Learn the basics of artifact handling, transport, and housing.

**INTRODUCTION:** In lecture, the instructor will review best practices for artifact care and demonstrate guidelines for working with object sensitivities.

**ACTIVITY:** Participants will design and construct a custom preservation-quality box.

**ASSESSMENT:** host-site conservator will lead a tour of the institution's storage areas and discuss how staff uses housings for user access, short-distance transport, and storage for the long-term.

### AGENDA

9:30 – 9:45      Morning Welcome

Brief review of pre-program readings for Day Two

9:45 – 10:45      *Handling Basics and Preparing Your Workspace*

10:45 – 11:00      Break

11:00 – noon      *Introduction to Preservation Terminology for Selecting Housing Materials*

Noon to 1:00      Lunch

1:00 – 2:30      *Identifying and Prioritizing Conservation Concerns when Selecting Housings: When and What NOT To Do*

*Housing Solutions: Could You Make It Better?*

*Storage Scenarios*

2:30 – 3:30      *Hands-on activity: Design and Construct a Preservation-quality Box*

3:30 – 4:00      Question and Answer

Look ahead to Day Three

3:30 – 4:00      Tour of host-site

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## COLLECTIONS CARE BOOTCAMP DAY THREE – DISASTER PLANNING & RESPONSE

PRESENTED BY THE CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS (CCAHA)

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**OBJECTIVE:** Review and practice of the most important steps that an institution can take to safeguard collections during a disaster.

**INTRODUCTION:** Lecture will focus on policy development, personal safety, initial site assessment, object triage and tracking, with particular focus on cooperative engagement of all institutional staff.

**ACTIVITY:** Participants will participate in hands-on salvage of a simulated water, fire, or mold disaster.

**ASSESSMENT:** In debriefing session at end of day, discussion will address successes and challenges of the incident response.

### AGENDA

9:30 – 9:45      Morning Welcome

Brief review of pre-program readings for Day Three

9:45 – 10:45      *Before Disaster Strikes: Assessing & Mitigating Risks*

10:45 – 11:00      Break

11:00 – noon      *Before Disaster Strikes: Assessing & Mitigating Risks, continued*

*Using Your Resources*

Noon to 1:00      Lunch

1:00 – 2:00      *Disaster Scenario Exercise: How to Assess Damage to Collections*

2:00 – 3:30      *Hands-on activity: Disaster Triage (choose one track)*

*Track One: Water Event; Track Two: Fire Event; Track Three: Mold Event*

*Debrief*

3:30 – 4:00      Question and Answer

Look ahead to Day Four

3:30 – 4:00      Curator-led tour of host-site, with discussion of disaster activities onsite

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## COLLECTIONS CARE BOOTCAMP DAY FOUR – PRESERVATION IN EXHIBITION PLANNING

PRESENTED BY THE CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS (CCAHA)

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**OBJECTIVE:** Integrating preservation best practices with exhibition development, design, and access is a particular challenge that can be overcome by exploring which budget-friendly and collections-based priorities are available to an institution.

**INTRODUCTION:** In lecture, speaker will present considerations for planning, mounting, and installation. A highlight talk by CCAHA Marketing Manager will address exhibition of conservation treatment via social media.

**ACTIVITY:** Participants will hinge a paper artifact to a mat for display using preservation-quality tools and materials, and write an exhibition label using knowledge gained from the morning lesson.

**ASSESSMENT:** The host-site curator will lead a tour of current exhibition and discuss some of the challenges to displaying and maintaining the long-term preservation of objects.

### AGENDA

9:30 – 9:45      Morning Welcome

Brief review of pre-program readings for Day Four

9:45 – 10:45      *Introduction to Conservation Concerns in Exhibition*  
*--Lighting: Integrating Illumination and Preservation*

10:45 – 11:00      Break

11:00 – noon      *Introduction to Conservation Concerns, continued*  
*--Hands-on Access versus Preservation*

*"Creative Social Media" by CCAHA Marketing Manager*

Noon to 1:00      Lunch

1:00 – 2:00      *Object Selection and Background Research*  
*Exhibit Script Preparation*

2:00 – 3:30      *Hands-on Activity: Preservation Hinging*  
*Participants mount and label a paper artifact for exhibition*

3:30 – 4:00      Questions and Answers  
Tour of Host Site

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## COLLECTIONS CARE BOOTCAMP

### DAY FIVE – INTRODUCTION TO DIGITIZATION AND TOUR OF CCAHA

PRESENTED BY THE CONSERVATION CENTER FOR ART & HISTORIC ARTIFACTS (CCAHA)

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**OBJECTIVE:** Digitization is a preservation tool that requires project planning. Successful execution of a digitization project includes prioritization of collections, metadata and file specifications, equipment selection, studio setup, and more.

**INTRODUCTION:** In lecture, speaker will present an overview of the process and provide resources.

**ACTIVITY:** Participants engage with CCAHA conservators and the Manager of Digital Imaging; tour the lab and studio; and contribute to a collaborative wrap-up discussion at the end of day/bootcamp.

**ASSESSMENT:** A post-evaluation of bootcamp will be distributed for completion and follow up information with resources maintained on the bootcamp portal.

#### AGENDA

9:30 – 9:45      Morning Welcome

Brief review of pre-program readings for Day Five

9:45 – 10:45      *Introduction to Selection for Digitization*

10:45 – 11:00      Break

11:00 – 12:30      *Review of Data and Equipment*

12:30 to 2:00      Lunch at CCAHA

2:00 – 3:30      *Tour of Conservation Lab and Digital Imaging Studio*

3:30 – 4:00      Question and Answer; Program Wrap UP

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## **PUTTING BEST PRACTICES INTO PRACTICE WEBINAR SERIES SCHEDULE, 2021-2023**

### **2021**

**May:** Open forum – intro to series

**June:** Fundraising for Small-to-Mid-Sized Organizations

**July:** Open forum

**August:** Good and Better Practices for Housekeeping in Collections Environments

**September:** Open forum

**October:** Digital Preservation for Small-to-Mid-Sized Organizations

**November:** Open forum

**December:** Preservation Solutions for Photograph Collections

### **2022**

**January:** Open forum

**February:** Integrated Pest Management for Small-to-Mid-Sized Organizations

**March:** Open forum

**April:** Collections Safety & Security

**May:** Open forum

**June:** From Exhibit to Storage and Back Again: Moving Collections

**July:** Open forum

**August:** Greening Collections Care: Sustainability in Conservation and Preservation Practices

**September:** Open forum

**October:** Preservation Solutions for Comic Book Collections

**November:** Open forum

### **2023:**

**January:** Open forum

**February:** Packing Collections for Transit

**March:** Open forum

**April:** Preservation of Film and Audiovisual Materials

**May:** Open forum

**June:** Non-standard Paper Collections: Preservation Solutions for Ephemera

**July:** Open forum

**August:** Advocating for Collections Care

**September:** Open forum

**October:** Turning Recommendations into Actions: How to Make Practical Use of Assessment Reports

**November:** Open forum

## RESEARCH &amp; RELATED BUDGET - Budget Period 1

OMB Number: 4040-0001

Expiration Date: 12/31/2022

ORGANIZATIONAL DUNS: (b) (4)

Enter name of Organization: Conservation Center for Art and Historic Artifacts

Budget Type: ☒ Project ☐ Subaward/Consortium

Budget Period: 1 Start Date: 03/01/2021 End Date: 02/28/2022

## A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months Cal. Acad. Sum.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
Ms.	Dyani		Feige		(b) (6)	12.00	(b) (6)	0.00	(b) (6)
Project Role: Project Director (Director of Preservation Services)									
	Chloe		Houseman		(b) (6)	12.00	(b) (6)	0.00	(b) (6)
Project Role: Preservation Specialist									
	Stephenie		Bailey		(b) (6)	12.00	(b) (6)	0.00	(b) (6)
Project Role: Education Program Manager									
	Liyah		Desher		(b) (6)	12.00	(b) (6)	0.00	(b) (6)
Project Role: Preservation Services Assistant									

Additional Senior Key Persons:     Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

## B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		Cal.	Acad.	Sum.			
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Total Number Other Personnel					Total Other Personnel	<input type="text"/>
Total Salary, Wages and Fringe Benefits (A+B)							<input type="text" value="78,050.00"/>

### C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input type="text"/>	<input type="text"/>
Additional Equipment: <input type="text"/>	<input type="text"/>
<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
<input type="button" value="View Attachment"/>	
Total funds requested for all equipment listed in the attached file	<input type="text"/>
Total Equipment	<input type="text"/>

### D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text" value="15,200.00"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text" value="15,200.00"/>

### E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	<input type="text"/>
Total Participant/Trainee Support Costs	<input type="text"/>

**F. Other Direct Costs**

		Funds Requested (\$)
1. Materials and Supplies		1,750.00
2. Publication Costs		
3. Consultant Services		7,300.00
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Postage		550.00
9. Software Subscriptions		900.00
10.		
Total Other Direct Costs		10,500.00

**G. Direct Costs**

	Funds Requested (\$)
Total Direct Costs (A thru F)	103,750.00

**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
De Minimis	8.00	103,750.00	8,300.00
Total Indirect Costs			8,300.00

**Cognizant Federal Agency**

(Agency Name, POC Name, and  
POC Phone Number)

**I. Total Direct and Indirect Costs**

	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	112,050.00

**J. Fee**

Funds Requested (\$)

**K. Total Costs and Fee**

	Funds Requested (\$)
Total Costs and Fee (I + J)	112,050.00

**L. Budget Justification**

(Only attach one file.)

1241-justification.pdf

Add Attachment

Delete Attachment

View Attachment

## RESEARCH &amp; RELATED BUDGET - Budget Period 2

OMB Number: 4040-0001

Expiration Date: 12/31/2022

ORGANIZATIONAL DUNS: (b) (4)

Enter name of Organization: Conservation Center for Art and Historic Artifacts

Budget Type: ☒ Project ☐ Subaward/Consortium

Budget Period: 2 Start Date: 03/01/2022 End Date: 02/28/2023

## A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
Ms.	Dyani		Feige		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Project Director (Director of Preservation Services)											
	Chloe		Houseman		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Preservation Specialist											
	Stephenie		Bailey		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Education Program Manager											
	Liyah		Desher		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Preservation Services Assistant											

Additional Senior Key Persons:     Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

## B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
		Cal.	Acad.	Sum.			
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Total Number Other Personnel						<input type="text"/>
Total Salary, Wages and Fringe Benefits (A+B)							<input type="text" value="76,530.00"/>

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input type="text"/>	<input type="text"/>
Additional Equipment: <input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
Total funds requested for all equipment listed in the attached file	<input type="text"/>
Total Equipment	<input type="text"/>

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text" value="19,800.00"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text" value="19,800.00"/>

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	Total Participant/Trainee Support Costs <input type="text"/>

**F. Other Direct Costs**

		Funds Requested (\$)
1. Materials and Supplies		5,000.00
2. Publication Costs		
3. Consultant Services		8,900.00
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		750.00
7. Alterations and Renovations		
8. <input type="text" value="Postage"/>		550.00
9. <input type="text" value="Software Subscriptions"/>		900.00
10. <input type="text"/>		
Total Other Direct Costs		16,100.00

**G. Direct Costs**

	Funds Requested (\$)
Total Direct Costs (A thru F)	112,430.00

**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
<input type="text" value="De Minimis"/>	<input type="text" value="8.00"/>	<input type="text" value="111,680.00"/>	8,934.00
Total Indirect Costs			8,934.00

**Cognizant Federal Agency**(Agency Name, POC Name, and  
POC Phone Number)**I. Total Direct and Indirect Costs**

	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	121,364.00

**J. Fee**

Funds Requested (\$)

**K. Total Costs and Fee**

	Funds Requested (\$)
Total Costs and Fee (I + J)	121,364.00

**L. Budget Justification**

(Only attach one file.)

## RESEARCH &amp; RELATED BUDGET - Budget Period 3

OMB Number: 4040-0001

Expiration Date: 12/31/2022

ORGANIZATIONAL DUNS:

(b) (4)

Enter name of Organization:

Conservation Center for Art and Historic Artifacts

Budget Type:

☒ Project☐ Subaward/Consortium

Budget Period: 3

Start Date:

03/01/2023

End Date:

02/29/2024

## A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
Ms.	Dyani		Feige		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Project Director (Director of Preservation Services)											
	Chloe		Houseman		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Preservation Specialist											
	Stephenie		Bailey		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Education Program Manager											
	Liyah		Desher		(b) (6)	12.00			(b) (6)	0.00	(b) (6)
Project Role: Preservation Services Assistant											

Additional Senior Key Persons:

Add Attachment

Delete Attachment

View Attachment

Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

78,825.00

## B. Other Personnel

Number of Personnel	Project Role	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)	
		Cal.	Acad.	Sum.				
<input type="text"/>	Post Doctoral Associates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Graduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Undergraduate Students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Secretarial/Clerical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	Total Number Other Personnel						Total Other Personnel	<input type="text"/>
Total Salary, Wages and Fringe Benefits (A+B)							<div>78,825.00</div>	



C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	Funds Requested (\$)
<input type="text"/>	<input type="text"/>
Additional Equipment: <input type="text"/>	<input type="text"/>
<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
<input type="button" value="View Attachment"/>	
Total funds requested for all equipment listed in the attached file	<input type="text"/>
Total Equipment	<input type="text"/>

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs ( Incl. Canada, Mexico and U.S. Possessions)	<input type="text" value="12,000.00"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text" value="12,000.00"/>

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text" value="3,000.00"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs	<input type="text" value="3,000.00"/>

**F. Other Direct Costs**

		Funds Requested (\$)
1. Materials and Supplies		2,150.00
2. Publication Costs		
3. Consultant Services		9,800.00
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Postage		550.00
9. Software Subscriptions		900.00
10.		
Total Other Direct Costs		13,400.00

**G. Direct Costs**

	Funds Requested (\$)
Total Direct Costs (A thru F)	107,225.00

**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
De Minimis	8.00	107,225.00	8,578.00
Total Indirect Costs			8,578.00

**Cognizant Federal Agency**(Agency Name, POC Name, and  
POC Phone Number)**I. Total Direct and Indirect Costs**

	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	115,803.00

**J. Fee**

Funds Requested (\$)

**K. Total Costs and Fee**

	Funds Requested (\$)
Total Costs and Fee (I + J)	115,803.00

**L. Budget Justification**

(Only attach one file.)	1241-justification.pdf	Add Attachment	Delete Attachment	View Attachment
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## RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals (\$)
<b>Section A, Senior/Key Person</b>		233,405.00
<b>Section B, Other Personnel</b>		
Total Number Other Personnel		
<b>Total Salary, Wages and Fringe Benefits (A+B)</b>		233,405.00
<b>Section C, Equipment</b>		
<b>Section D, Travel</b>		47,000.00
1. Domestic	47,000.00	
2. Foreign		
<b>Section E, Participant/Trainee Support Costs</b>		3,000.00
1. Tuition/Fees/Health Insurance		
2. Stipends	3,000.00	
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
<b>Section F, Other Direct Costs</b>		40,000.00
1. Materials and Supplies	8,900.00	
2. Publication Costs		
3. Consultant Services	26,000.00	
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees	750.00	
7. Alterations and Renovations		
8. Other 1	1,650.00	
9. Other 2	2,700.00	
10. Other 3		
<b>Section G, Direct Costs (A thru F)</b>		323,405.00
<b>Section H, Indirect Costs</b>		25,812.00
<b>Section I, Total Direct and Indirect Costs (G + H)</b>		349,217.00
<b>Section J, Fee</b>		
<b>Section K, Total Costs and Fee (I + J)</b>		349,217.00

## Conservation Center for Art & Historic Artifacts - Budget Justification

### Senior/Key Personnel

The Director of Preservation Services, the Preservation Specialist, the Education Coordinator, and the Assistant to the Preservation Services Department spend 100% of their time on preservation services activities, 12 months per year. For the purposes of the NEH supported training and education project proposed here, the Director of Preservation Services is budgeted for 40% of time in the first year and 35% in subsequent years, the Preservation Specialist at 35%, the Education Program Manager at 35% and the Preservation Services Assistant at 30%. (Duties for individual staff members are outlined in the grant narrative and work plan.)

As a voluntary cost share, the Executive Director will spend 10% of her time coordinating and providing oversight to this project, and CCAHA's Senior Preservation Specialist will devote 20% of her time to this project (see below).

Additionally, CCAHA's voluntary cost share includes the portion of fringe benefits, calculated at 25%, for all of the personnel listed above.

### Travel

While travelers, travel dates, destinations (except as noted) and origins are unknown until assessment sites are selected and workshop speakers are confirmed, CCAHA has created the following average travel estimates based on its travel planning experience over the past several years, and referencing GSA per diem and lodging rates.

#### Year One

Purpose	# of Travelers	Length of Trip	Transportation Per Instance	Lodging and Per Diem	# Per Year
Assessment Program	1	2 days	\$600	\$200 per day	4
RHSP Assessment and Presentations (Deep South and Appalachia)	1	2 days, once at 3 days	\$600	\$200 per day;	4 (once with conference added)
Mid-Level Workshops (New Orleans and either Atlanta, Austin, Baltimore, Chicago, or Newark)	2	2 days	\$600	\$200 per day	2

ICA Workshops (CCAHA Staff Traveling from Philadelphia, PA to Cleveland, OH and one other Midwest location)	2	5 days	\$500	\$200 per day	1
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#### Year Two

Purpose	# of Travelers	Length of Trip	Transportation per Instance	Lodging and Per Diem	# Per Year
Assessment Program	1	2 days	\$600	\$200 per day	4
RHSP Assessments and Presentations (Appalachia and Deep South)	1	2 days, once at 3 days	\$600	\$200 per day;	3 (once with conference added)
RHSP Presentations	1	2 days	\$600	\$200 per day	1
Mid-Level Workshops (Atlanta and possibly Austin, Baltimore, Chicago or Newark)	2	2 days	\$600	\$200 per day	2
ICA Workshops (CCAHA Staff Traveling from Philadelphia, PA to Cleveland, OH and one other Midwest location))	2	5 days	\$500	\$200 per day	1
Sustainability Conference (Speakers traveling to Philadelphia, PA)	8	1 day	\$500	\$200 per day	1

### Year Three

Purpose	# of Travelers	Length of Trip	Transportation per Instance	Lodging and Per Diem	# Per Year
Assessment Program	1	2 days	\$600	\$200 per day	4
RHSP Assessment and Presentations (Appalachia and Deep South)	1	2 days, once at 3 days	\$600	\$200 per day;	3 (once with conference added)
Mid-Level Workshops (Austin, Baltimore, Chicago or Newark)	2	2 days	\$600	\$200 per day	2
Collections Care Boot Camp (Speakers traveling to Philadelphia)	2	1 day	\$200	\$200 per day	1

### Other Direct Costs

#### Materials and Supplies

This line item reflects office supplies such as stationery, binders, folders, copy paper for surveys, questionnaires, report production and workshop materials. Printing costs for promotional brochures are also included here. CCAHA will also commit a voluntary cost share for a portion of these materials.

#### Consultant Services

##### Evaluation:

Amanda R. Latreille, MSIS, of AmaLat Consulting, LLC, will provide evaluation services for a total fee of (b) (6) over the three years. The scope of Ms. Latreille's work is detailed in the proposal narrative and her letter of commitment.

##### Presenters:

- For each year's Mid-Level workshops, CCAHA anticipates engaging two experts for a fee of \$1000 each.
- For each year's webinars, CCAHA will provide two consultants with honoraria of \$250 each.

- For the Sustainability Conference, we anticipate 8 speakers each receiving a \$500 honorarium.
- For the Collections Care Boot Camp, 5 instructors will receive a fee of \$1000 each.

Fees and honoraria are meant to cover the presenters' time to develop content and deliver their presentations. Consultant travel is included in the Travel section above.

### **Equipment or Facility Rental/User Fees**

A fee of \$750 is anticipated for audiovisual equipment setup/rental for the conference that will be held in the second year of the grant.

### **Participant/Trainee Support Costs**

CCAHA will provide 3 scholarships for the Collections Care Boot Camp, which will cover complimentary registration and up to \$1000 per recipient for travel to Philadelphia.

### **Other**

CCAHA anticipates mailing 1500 postcards per year, at a postage cost of \$550 per mailing.

CCAHA will utilize a Zoom Pro subscription (at \$150 per month) to facilitate webinar delivery and the virtual meetings of the mentorship circles. This budget proposes 6 months per year to be paid from the project funds, with CCAHA contributing a voluntary cost share for the other 6 months, a total of \$900 per year. CCAHA also will voluntarily cost share the annual fee (\$800) for its event registration/constituent management software, Little Green Light.

### **Indirect Costs**

CCAHA seeks a de minimis indirect cost rate of 8%, as the Center does not have a federally negotiated rate.

### **Voluntary Cost Share**

As described above, CCAHA is committed to cost sharing in the following manner:

Expense	Year 1	Year 2	Year 3	Total
Executive Director (10%)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
Senior Preservation Specialist (20%)	(b) (6)	(b) (6)	(b) (6)	(b) (6)
Fringe Benefits for All Staff (pro rated for Project)	\$22,745	\$22,525	\$23,207	\$68,477
Zoom Subscription (6 months)	\$900	\$900	\$900	\$2,700
Mailing List Rental (for promotion)	\$750	\$750	\$750	\$2,250
Photocopies and additional Supplies	\$700	\$700	\$700	\$3,000
<b>TOTAL</b>	<b>\$51,095</b>	<b>\$51,630</b>	<b>\$53,090</b>	<b>\$155,815</b>

Below, we describe the anticipated project revenue from earned income and grant sources that will be applied to this voluntary cost share.

### **Anticipated Revenue**

#### **Fees:**

Surveys/Assessments: 12 national assessments @ \$500 each	\$ 6,000
6 Mid-Level Workshops x 30 participants each x \$100 registration	\$18,000
National Sustainability Conference: 75 participants x \$300 registration	\$22,500
8 ICA Workshops x 20 participants each x \$50 registration fee	\$ 8,000
Collections Care Bootcamp: 22 participants x \$500 registration	\$11,000
<b>Total Earned Revenue:</b>	<b>\$65,500</b>

<b>Grant Revenue</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
William Penn Foundation (committed)	(b) (4)	(b) (4)	
Pennsylvania Council on the Arts			(b) (4)
Philadelphia Cultural Fund			(b) (4)
Other	(b) (4)	(b) (4)	
<b>Total Grant Revenue</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>

<b>GRAND TOTAL REVENUE</b>	<b>Towards Cost Share</b>	<b>\$155,500</b>
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