

# Preventative Conservation, Care of Collections in Storage and Storage Planning Workshop Curriculum

**Dates:** Aug. 29 – Sept. 2    **Location:** Prairie Village Museum, Rugby, ND

**Conservator/trainer:** Terri Schindel, [terrikschindel@gmail.com](mailto:terrikschindel@gmail.com)

**Topics to be covered:** Collections care, environment-temperature, humidity, light, monitoring and care of collections in storage, with an emphasis on storage planning, environmental upgrades, rehousing artifacts and archival materials.

**Participants will:** (1) build skills needed to document, rehouse, label and store artifacts to professional standards; (2) develop knowledge of environmental conditions that adversely affect artifacts and ways to minimize those conditions; and (3) build knowledge required to plan and organize storage areas.

**How to register:** Call 701-776-6414 or email [prairievillagemuseum@gmail.com](mailto:prairievillagemuseum@gmail.com)

**Who should attend:** All who are interested.

**Attendance requirements:** None. Participants may attend for as many days or as many hours as fit their schedules.

**Meals:** See below. Firm headcount required for potluck suppers.    **Fees:** None

**Day 1: Aug. 29, Monday:** 3:30 to 5:30 p.m. and 6:15 to 8 p.m. (potluck supper)

**Introduction:** Tour of museum, workshop goals, introduction to museum standards and storage planning.

**Lecture/PowerPoint:** Vocabulary, integrating information into PastPerfect, identification and examination of mixed media collections, condition report writing, and monitoring/documenting environmental conditions.

**Hands-on activity:** Place data loggers and start two-day environmental monitoring exercise.

**Day 2: Aug. 30, Tuesday:** 9 a.m. to Noon and 1 to 4 p.m. (lunch on your own)

**Lecture, PowerPoint:** Introduction to storage planning and rehousing, with slides of storage facilities.

**Demonstrations:** How to re-house artifacts.

**Discussion:** Review of Prairie Village Museum storage plans.

**Hands-on activities:** Choose artifact, write condition report and make storage recommendations. Design and build rehousing unit utilizing conservation-sound supplies. Pack, label, place in storage, enter new location in PastPerfect.

**Day 3: Aug. 31, Wednesday:** 3:30 to 5:30 p.m. and 6:15 to 8 p.m. (potluck supper)

**Lecture:** Environmental strategies for preventive care: Impact of light, temperature, fluctuating humidity, pollutants and causes of mechanical damage.

**Hands-on activity:** Work with artifacts using a variety of conservation and rehousing materials.

**Day 4: Sept. 1, Thursday:** 9 a.m. to Noon and 1 to 4 p.m. (lunch on your own)

**Lecture:** Techniques used in museum rehousing and storage.

**Hands-on activity:** Build rehousing units and place in containers.

**Review:** Examining artifacts for condition and writing condition reports.

**Day 5: Sept. 2, Friday:** 9 a.m. - Noon

**Lecture:** Factors to consider when beginning rehousing projects and importance of establishing procedures.

**Writing assignment:** Develop procedures for re-housing, labeling and documenting Prairie Village Museum artifacts and placing those artifacts on storage furniture.

**Discussion:** Federal grants and other ways to obtain funding for storage projects.

**Wrap-up:** 1 to 4 p.m. – PVM staff and volunteers and workshop attendees who choose to participate.

**Host institution's mentored project:** Organize objects already housed in a temporary storage space; develop a move plan; rehouse, move and shelve additional artifacts in the temporary storage space; plan permanent storage areas for organic and inorganic materials. Director will develop "next steps" for Prairie Village Museum storage project by: prioritizing artifacts based on historical and conservation significance, selecting artifacts that will be worked on over the next few months, and planning rehousing and storage strategies. Conservator will view items with special considerations.