MUSEUM PREVENTIVE CONSERVATION II (Preventive Conservation Techniques)
Course Data and Syllabus, Spring 2017

General Course Information
AH 6287.80 Preventive Conservation Techniques CRN 51746
ANTH 6204.80 Museum Preventive Conservation II CRN 51081
MSTD 6204.80 Preventive Conservation Techniques CRN 51672
Credit hours: 3.0

Dates and Times
Thursdays 6:10pm–8:00pm
Classes begin 19 Jan 2017 Spring Break 16 March 2017
Last class 27 April 2017

Venue
National Museum of Natural History, Smithsonian Institution, 10th and Constitution, Washington, DC.
Students should assemble by 6:00pm in the Constitution Avenue lobby of the National Museum of Natural History. An escort will take you to the classroom as a single group. Please bring a photo ID in case the security guards request one. If you are unable to be present by 6:00 PM, please let the instructors know by telephone and/or text and make arrangements with Alyx LeBlanc 304.710.9245 to meet you in the lobby.

Course Directors and Primary Instructors
Catharine Hawks
Conservator, NMNH, Smithsonian
Office address: National Museum of Natural History, NHB Rm M85J
Mailing address: 2419 Barbour Road, Falls Church, VA 22043
Tel 703.200.4370 (Personal cell); 202.633.0835 (Office); 202.701.8458 (NMNH cell)
E-mail: hawksc@si.edu (preferred) or cahawks@aol.com or chawks@gwu.edu

Shelley Sturman
Head, Objects Conservation, National Gallery of Art
Office address: National Gallery of Art, 6th & Constitution, Washington, DC 20565
Mailing addresses: 2000B South Club Drive, Landover, MD 20785
Tel 202.842.6611 (Office); 202.842.6432 (Main); 202.369.6019 (Gallery cell)
Fax 202.842.6886
E-mail: sturmans@gwu.edu (preferred) or s-sturmans@nga.gov

***PRE-REQUISITE COURSE: Museum Preventive Conservation I ***

Required Texts
Available through GW Bookstore as noted, or through alternate sites given below

http://www.archetype.co.uk/publication-details.php?id=64


Purchase directly (not available through GW Bookstore)
http://www.techstreet.com/products/1897225


Available at no charge as downloads


(http://www.doernerinstitut.de/downloads/Climate_for_Collections.pdf)

Emergency Response and Salvage Mobile app

(http://www.conservation-us.org/emergencies/ers-app#.WF7YofkrLIU)


*Strang, T. J. 2013 *Studies in Pest Control for Cultural Property.* University of Gothenburg, Gothenburg.

(https://gupea.ub.gu.se/handle/2077/31500) (download 3 pdfs for complete text).


(http://protectheritage.com/blog/) (sign in to receive access to free pdf of complete text)

*Denotes text required for pre-requisite course, *Museum Preventive Conservation I.*

Additional readings (required and supplemental) are available on course Blackboard site.

Consult Websites as assigned and review all for discussion in class

Canadian Conservation Institute: http://canada.pch.gc.ca/eng/1454704828075

Getty Conservation Institute: http://www.getty.edu/conservation/

National Archives and Records Administration (Preservation): http://www.archives.gov/preservation/

Image Permanence Institute: https://www.imagepermanenceinstitute.org/


Museum Pests Network: http://museumpests.net/

NPS-Technical Preservation Services: http://www.nps.gov/tps/index.htm

Storage Techniques for Art, Science, and History: http://stashc.com/

University of Illinois Library Preservation Self-Assessment Program https://psap.library.illinois.edu/ (there is no need to log in to access most relevant content)

General Information

Code of Academic Integrity

All students are expected to comply with the George Washington University Code of Academic Integrity in completing assignments and examinations. The Code is available at: https://studentconduct.gwu.edu

Accommodation for Religiously Observant Students

In keeping with University policy, student are to notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance. These students will be permitted to be absent without penalty on such occasions, including permission to make-up examinations. The full policy is available at: http://registrar.gwu.edu/university-policies

Disability Accommodation

If you require disability accommodations, please register with Disability Support Services (DDS) at http://disabilitysupport.gwu.edu/registration. If you have questions about disability accommodations, contact DDS at 202.994.8250 or dss@gwu.edu or visit them in person in Rome Hall, Suite 102.

University Counseling Center
The UCC offers 24/7 assistance and referral to address students' personal, social, career, and study skills problems. Services for students include:

- crisis and emergency mental health consultations
- confidential assessment, counseling services (individual and small group), and referrals

**Security**

In the case of an emergency, if at all possible, the class should shelter in place. If the building that the class is in is affected, follow the evacuation procedures for the building. After evacuation, seek shelter at a predetermined rendezvous location. Instructions on evacuation procedures and fire safety will be given at each class venue.

**Course Description**

Practical applications of preventive conservation for: preservation planning; procedures to facilitate collections care; preparation of grant proposals for collections care initiatives; environmental monitoring; design and maintenance of facilities, exhibits, and collection storage; collections maintenance; emergency management; integrated pest management; security; fire and life safety; and use of facilities and collections.

**Course Instruction Hours**

This course provides a minimum of 112.5 hours based on fourteen class sessions of face to face instruction of two hours weekly plus readings, lab preparation, group project participation, and individual assignments of at least six hours of independent learning each week.

**Learning Outcomes**

Upon completion of the course, participants will be able to:

- Integrate preventive conservation into museum policies and practices for:
  - Risk assessment
  - Institutional libraries and archives (often not viewed as part of museum collections, but frequently incorporating collection documentation essential to conservation concerns)
  - Facilities, exhibition, and storage design
  - Emergency preparedness, salvage, and response
  - Fire protection (including and understanding of protection systems and equipment maintenance)
  - Physical security of collections
  - Safety of visitors, staff, interns and volunteers
  - Integrated pest management
  - Routine maintenance of grounds and facilities
  - Maintenance of cultural property
  - Use of collections
  - Special events and facilities rentals
  - Packing and moving collections
- Calibrate environmental monitoring equipment
- Navigate preventive conservation and related Web sites
- Describe cleaning methods used to maintain cultural property and know which methods can be used by museum staff with various levels of training
- Identify funding sources available for collection care projects
- Create a grant proposal for a collections care project
- Apply peer review processes for collections care proposals
- Advance collection care concerns with architects and engineers for construction/renovation of facilities
- Identify classes of adhesives used in care of cultural property and evaluate use of adhesives with heritage collections
Grading

Numerical scores for assignments are posted on the Blackboard site for the course; final grades are based on the BB calculations and given as letter grades. GW classes do not give A+; highest possible mark is an A.

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<thead>
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<tr>
<td>A</td>
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<td>70-73</td>
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<td>F</td>
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Method of Evaluation

Class participation (class discussions; effort) 10%
Quizzes (2 @ 10%) 20%
Website critique 10%
Grant proposal (team grade) 35%
Peer reviews, written 15%
Grant peer review panel, oral 10%

Assignments

- **Working in assigned teams**, students will prepare the face sheets, narrative, and budgets (including a budget justification), brief staffing bios, data on supplies and equipment, and any other elements presented in class for a grant proposal for an IMLS Museums for America Conservation Project Support grant to re-house a collection in a small or mid-sized museum. Specific portions of each proposal that must be submitted will be discussed in class.

- **Working as individuals, each student will**
  - Prepare a one page (single spaced) critique of a conservation Website to be assigned at first class and be prepared to discuss the review in class.
  - Prepare written reviews for 2 grants prepared by other teams, using a peer review form provided by the instructors.
  - Take part in a peer review panel to determine whether proposals merit funding. Students should be prepared to describe the projects they reviewed and orally defend their written reviews at the panel session as well as take part in the discussions about other grants.

CONSULT THE COURSE SCHEDULE FOR INFORMATION ON DUE DATES FOR ASSIGNMENTS AND QUIZZES. ADDITIONAL INFORMATION ABOUT ASSIGNMENTS AND GRADING RUBRICS IS AVAILABLE ON THE COURSE BLACKBOARD SITE

Class Sessions and Reading Assignments

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**Session 1.1** Course overview and Introduction; team assignments for grant proposal project and website assignments – Sturman

**Session 1.2** Conservation planning and quantitative risk assessment – Hawks

Required texts

Scanned Required Readings

**Risk assessment & planning**


Review these Websites (required – review to understand content)

**Risk assessment & planning (qualitative assessments)**

*American Institute for Conservation, Collections Assessment for Preservation (CAP)*

[http://www.conservation-us.org/grants/cap](http://www.conservation-us.org/grants/cap)

*Collections Trust Benchmarking*  

Scanned Supplemental Reading

**Risk assessment & planning**


**Session 2.1** IMLS Museums for America, Collections Stewardship, and other programs – Mark Feitl Program Officer, IMLS

**Session 2.2** Funding sources for collections care – Hawks

**Session 2.3** Moving collections - Hawks

Consult these Websites (required)

**Funding**

*IMLS Museums for America* grant guidelines (read all carefully, concentrate on those for Collections Stewardship, Provision of Optimum Environment, and Review Criteria); download budget and narrative forms, and any other forms necessary for preparation of proposals:  

Scanned Supplemental Readings

**Moving collections**


Consult these Websites (suggested)

Moving collections
National Museum of the American Indian collections move project
http://nmai.si.edu/explore/collections/moving/
PACCIN
http://www.paccin.org/content.php?62=Materials

Session 3.1 Video on facilities design; Facilities design & renovation – Hawks
Session 3.2 Facilities use – Hawks
Session 3.3 Storage design - Sturman

Required Texts
Facilities design & renovation
ASHRAE Chapter 23
Hawks et al. – Chapters 2,11

Facilities use
Hawks et al. – Chapters 7 8,9,10

Storage design
ASHRAE Chapter 23
Hawks et al. – Chapters 12,15
Landry – Chapter 1

Scanned Required Readings
Facilities design & renovation


Use of facilities


Storage design
Lambert, S. 2111. RE-ORG: A Methodology for Reorganizing Museum Storage Developed by ICCROM and UNESCO. CeROArt. From http://ceoro.revues.org/2112
Consult these Websites to understand content (required)
Facilities design & renovation
Storage design
Scanned Supplemental Readings
Facilities design & renovation
Use of facilities

Sample policies/procedures for facilities rentals and other facilities use

Storage design
Wagner S. (comp). 2000. Published Environmental Standards. Consult these Websites (suggested)
Storage design
Preserv’Art information on materials used with collections. http://preservart.ccq.gouv.qc.ca/bonchoix.aspx (or type PreservArt in your browser)

Session 4.1 Practicum on reading blueprints and other construction documents-Jeffrey Hirsch, AIA, LEED AP, Principal, Director of Cultural Practice, EwingCole

Session 4.2 How HVAC systems work – William Jarema, PE, Principal/Engineer, EwingCole

Required Texts
HVAC systems
ASHRAE Chapter 23
Grzywacz—scan to understand content
IPI Guide—Chapters 2,4,5,9

Scanned Required Readings
HVAC systems

Session 5.1 Historic preservation and facilities maintenance plans for historic structures–Niklas Vigener, Senior Principal and Head of Building Technology, Simpson Gumpertz & Heger

Session 5.2 Housekeeping in museums–Sturman

Required Texts
Facilities maintenance
Hawks et al. – Chapters 6, 13

Scanned Required Readings
Facilities maintenance


Housekeeping

Consult these Websites (required – review to understand content)

Facilities maintenance

Scanned Supplemental Readings

Housekeeping

Consult these Websites (suggested)

Facilities maintenance
General Services Administration. www.gsa.gov/historicpreservation

Session 6.1 Integrated pest management – Caitlin Amborski, George Washington’s Mt. Vernon
Session 6.2 Preservation of museum archives – Sturman

OPTIONAL SESSION: Practicum on Integrated pest management at Mt. Vernon

Required text
IPM

Strang, pp. 263-284

Institutional archives
Landrey – Chapters 2, 7, 9

Scanned required readings
IPM


Preservation of institutional archives


Library of Congress. 2013. Care, Handling and Storage of Motion Picture Film. Library of Congress, Washington, DC.


Consult these Websites (required)

IPM


Integrated Pest Management (for museums) www.museumpests.net

Preservation of institutional archives

University of Illinois Library Preservation Self-Assessment Program https://psap.library.illinois.edu/ (there is no need to log in to access most relevant content)

Scanned Supplemental readings

IPM


Preservation of institutional archives


Consult these Websites (suggested)

Preservation of institutional archives

Image Permanence - free publications on preservation of photographic materials. [https://www.imagepermanenceinstitute.org/resources/publications](https://www.imagepermanenceinstitute.org/resources/publications)

International Federation of Libraries and Archives. [www.ifla.org](http://www.ifla.org)


National Archives and Records Administration. [www.archives.gov/preservation/](http://www.archives.gov/preservation/)


Session 7.1 Practicum, Lighting in Museums - Virginia Croskey, Lighting Specialist, NMNH

Session 7.2 Environmental monitoring and calibration lab – Hawks & Sturman

Required Texts

**Environmental monitoring**

Gryzwacz—Appendices 1 & 2

Hatchfield – Pp. 55-133, Appendix 2; Appendix 3

Scanned Required Readings

**Lighting and environmental monitoring**


Consult these Websites (required – review to understand content)

**Lighting**

Canadian Conservation Institute – Michalski on Light, UV, and IR as agents of deterioration
http://canada.pch.gc.ca/eng/1444330943476

Scanned Supplemental Readings

**Lighting and environmental monitoring**


**Session 8.1-2** Fire protection – Bryan Stemen, Fire Protection Specialist, CSP, CFPS, F&G Standards and Assurances Lead, BP Exploration (Alaska) Inc.

Required Texts Fire protection

Hawks et al. – Chapter 3

Scanned Required Readings

Fire protection


Scanned Supplemental Readings

Fire protection


Consult these Websites (suggested)

Fire protection

Automatic Fire Alarm Association www.afaa.org


Fire Protection Association, United Kingdom www.thefpa.co.uk

International Water Mist Association http://iwma.net/

National Fire Protection Association (NFPA) www.nfpa.org

National Fire Sprinkler Association www.nfsa.org

NIST Building and Fire Research Laboratory www.bfrl.nist.gov

Underwriter’s Laboratory Inc. www.ul.com

US Fire Administration www.usfa.fema.gov

SPRING BREAK 🥳 HAVE A GREAT HOLIDAY!
Session 9.1  Filming in museums – Anthony Wallace, NASM
Session 9.2  Website critiques discussion and brief presentations

Scanned Required Readings

Filming in museums

Scanned Supplemental Readings

Filming in museums

Consult this Website (suggested)
US National Holocaust Museum, Guidelines for Filming and Photography
https://www.ushmm.org/information/press/guidelines-for-filming-and-photography

Session 10.1  Cleaning collections – Sturman
Session 10.2  Practicum: Cleaning objects – Hawks & Sturman

Required Text

Cleaning collections
Hawks et al. – Chapters 8, 9, 10, 12

Scanned Required Readings

Cleaning collections

Scanned Supplemental Readings

Cleaning collections

Session 11.1  Health & safety issues in collection care – Dennis Ertel, CIH, CSP, REM, Sandler Occupational Medicine
Session 11.2  Physical security - Hawks

Required Texts

Health & safety
Hawks et al. – Chapters 4, 5, 6

Scanned Required Readings

Health & safety


*Physical security*


Consult this Website (required)

*Physical security*


Scanned Supplemental Readings

*Health & safety*


*Physical security*


Consult these Websites (suggested)

*Health & safety*


*Physical security*


**Session 12.1** Emergency management–Hawks

**Session 12.2** Conservation in exhibitions–Sturman

**Required Texts**

*Emergency management*

Hawks et al. – Chapters 1,14

Emergency Response and Salvage Mobile app

[http://www.conservation-us.org/emergencies/ers-app#.WF7YofkrLIU](http://www.conservation-us.org/emergencies/ers-app#.WF7YofkrLIU)

*Exhibits conservation*

Hawks et al. – Chapter 18

**Scanned Required Readings**

*Emergency management*


*Exhibits conservation*


Consult this Website (required – review to understand content)
AIC Exhibition Standards and Guidelines

Scanned Supplemental Readings

*Emergency management*

Meeting, New Delhi, 22-26 September 2008. Getty Conservation Institute and Allied Publishers, New Delhi

Exhibits conservation


Consult these Websites (suggested)

Emergency management
dPlan Emergency management assessments at cultural institutions. http://www.dplan.org
FEMA Web site. www.fema.gov

Session 13.1 Adhesives and consolidants – Hawks
Session 13.2 Use of Collections–Sturman

Required Texts

Use of Collections

Hawks et al. Chapters 15, 19

Scanned Required Readings

Adhesives


Use of collections


Scanned Supplemental Readings

Use of collections


**Session 14.1-2** Peer review panel discussion of grant proposals