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Disaster and Preservation Planning Workshops

Kyle Ainsworth

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Society of American Archivists
Beyond Borders: San Diego 2012

Session 605

Inside and Out:
NEH Preservation Assistance Grants for Smaller Institutions

Kyle Ainsworth  August 11, 2012
Disaster and Preservation Planning Workshops

May 14 – 17, 2012

Kyle Ainsworth
Stephen F. Austin State University
Nacogdoches, TX


<table>
<thead>
<tr>
<th>City</th>
<th>Driving Distance (miles) from Nacogdoches</th>
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<tbody>
<tr>
<td>Houston</td>
<td>140</td>
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<tr>
<td>Dallas</td>
<td>180</td>
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<td>Austin</td>
<td>275</td>
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<tr>
<td>San Antonio</td>
<td>325</td>
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East Texas


Quick Facts

- Chartered 1917, ground broken in 1921, first classes in 1923.
- 82 bachelor, 40 masters, and 3 doctoral programs in six colleges: Business, Education, Fine Arts, Forestry and Agriculture, Liberal and Applied Arts, Sciences and Mathematics.
- Enrollment: 13,000
- Website: www.sfasu.edu

Mission Statement: Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.
East Texas Research Center

**Mission Statement:** To collect, preserve and provide physical and virtual access to East Texas’ unique cultural history.

**Access**
- Website: [http://library.sfasu.edu/etrc/](http://library.sfasu.edu/etrc/)
- Reading Room: Open 6 days/week
- Finding Aids: More than 400 uploaded.

**Major Collections**
- Business/Organizational
- University Archives
- County Records
- Digital Archives
- Oral History
- Maps
- Books
- Political
- Photographs
- Forestry

**Sub-Departments**
- Archives & Special Collections
- University Archives and Records Management
- Digital Archives
- Regional Historical Records Depository (inactive county records of 8 neighboring counties)

**Staff**
- 4 archivists, 1 cataloger, 1 office manager
- 4-6 student workers

**Main Users**
- Genealogists
- General Public
- SFA Students and Faculty
- Oil, Land and Gas Workers
Conceptualization

- What are the grant topics the NEH funds?
- What audience will the grant serve?
- What does the audience have in common?
- What topic would best address these issues?
- What is the purpose of the grant?
- Who will implement the grant program?
- Is there a benefit to the general public?
- Why will the NEH choose to fund this grant over others?
Implementation

Publicity/Marketing

- Workshop website and Registration Page
- 135 postcards to people & organizations in neighboring 25 counties
- Facebook and Twitter posts by ETRC and the library staff
- Featured marketing on the library webpage
- Mention in the SFA university email listserv *SFA Today*
- Two press releases – one for the workshop series and a second for the public programs
- Two emails reminding organizations on the postcard mailing list to register
- KTRE news report on the evening news and website article.
- The ETRC office manager e-mailed information to the Texas Association of Museums and other regional museum associations one week before the workshop.
Website & Registration Pages

Disaster and Preservation Planning Workshops
May 14 – 17, 2012
Hosted by the East Texas Research Center
R. W. Steen Library, Stephen F. Austin State University
Presented by Donia Conn
Northeast Document Conservation Center
Funded by the National Endowment for the Humanities

The East Texas Research Center is pleased to host a series of FTES workshops that address some of the challenges cultural heritage institutions face with disaster and preservation planning. The workshops will not only increase participants' awareness of the importance of disaster and preservation planning, but also encourage networking and cooperation when it comes to planning and implementation.

Click Here for Registration Form

Workshop 1: Preservation Planning
This workshop focuses on the basics of preservation planning and risk assessment, the nature of specific materials, agents of deterioration, preservation methods, collection storage, and collection display.

Workshop 2: Preservation of Extraordinary Materials
This workshop is an introduction to the preservation of these common archival paper formats: oversize paper artifacts, scrapbooks, and photographs. It includes discussion of the history, production and variation within each medium, as well as their associated preservation problems.

Workshop 3: Disaster Planning
This workshop covers emergency preparedness, the protection, security, integrated pest management, mold, and environmental control. It looks at preventive strategies as well as means to monitor and control these issues before they occur.

Workshop 4: Disaster Recovery
Disaster recovery focuses on the steps that should be taken following a disaster and the rehabilitation of building and collections. Hands-on salvage of wet collections familiarizes participants with the various salvage techniques employed for different media. Case studies provide lessons learned from small emergencies as well as large disasters. This workshop will also feature a discussion of how to synch institutional disaster plans with state and federal disaster procedures. (This Workshop is limited to 20 participants per session)

Workshop 5: Public Programs
Attendees learn about organizing important family items. Discussion will focus on the preservation of papers, photos, and other family treasures so future generations can accurately represent their family's experiences, heritage, and history. Examples will be shown of the safe display, storage, and care of some of the most common items in family collections. Participants are encouraged to bring items for examination and discussion. The workshop will be presented on both days.

Workshop Location
Workshop 1-5 will be located in the Wyatt Room (1st Floor, behind the elevators), R. W. Steen Library, 1206 North Street, Nacogdoches, TX 75962

Parking
Please visit the Parking Services office in the Wilson Parking Garage off Wilson Drive to obtain a visitor's parking pass.

Campus Map
Library is 840
Parking Services Office, Wilson Parking Garage is 848
http://www.sfasu.edu/documents/sfasu_campus_map.pdf

Meals
Beverages will be provided. Participants will be responsible for their own lunch.

Campus Map
Library is 840
Poloing Services Office, Wilson Parking Garage is 848
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Meals
Beverages will be provided. Participants will be responsible for their own lunch.

Schedule of Events

Monday, May 14
Workshop 1 (Lunch 1-1) (Library - Wyatt Room)
ETRC Tour (Library - ETRC)
8:00am-9:00pm

Tuesday, May 15
Workshop 2 (Lunch 1-1) (Library - Wyatt Room)
ETRC Tour (Library - ETRC)
8:00am-9:00pm

Wednesday, May 16
Workshop 3 (Lunch 1-1) (Library - Wyatt Room)
ETRC Tour (Library - ETRC)
8:00am-9:00pm

This Workshop is limited to 20 participants.

For additional information, please contact:

Kyle Amstrong
Special Collections Librarian
East Texas Research Center
Stephen F. Austin State University
Telephone No.: 903-468-1560
E-mail: armstrong@sfasu.edu
Disaster & Preservation Planning Workshops

May 14-17, 2012
Hosted by the East Texas Research Center
Stephen F. Austin State University

Funded by the National Endowment for the Humanities

Disaster and preservation planning are challenges faced by many cultural heritage institutions (like yours) in East Texas. The East Texas Research Center is proud to announce a weeklong series of disaster and preservation planning workshops to address these issues. Please consider this postcard an invitation to attend. Donna Coon, an expert from the Northeast Document Conservation Center, will present on each topic. It is our hope that these workshops will be educational for participants, suggesting new approaches, answering questions, and encouraging cooperation among institutions.

What's the best thing about these workshops? They're FREE!
See reverse side for dates and registration information.
Hope to see you there!

East Texas Research Center
P.O. Box 13055, SFA Station
Nacogdoches, Texas 75962-3055
936-468-4100
library.sfasu.edu/etrc

Workshop Calendar
May 14: Preservation Basics
May 15: Preservation of Oversized Materials, Photos and Scrapbooks
May 16: Disaster Planning and Prevention
May 17: Disaster Recovery (with hands-on demonstrations)
May 14, May 17: ETRC Tours, 5 p.m. to 6 p.m.

Registration:
Cost: FREE (Funded by the NEH)
Sign up for one workshop or sign up for all 4!

Please register at this Web address:
http://library.sfasu.edu/etrc/workshops/

Workshop Location: Wyatt Room, first floor of Ralph W. Steen Library behind the elevators
1936 North St., Nacogdoches, TX 75962
Implementation

Workshops

• #1 (Preservation Basics) – Examined planning and risk assessment, the nature of specific materials, agents of deterioration, preservation methods, collection storage, and collection display.

  Registrants: 16  
  Participants: 12

• #2 (Extraordinary Materials) – Focused on the composition and preservation of oversize paper artifacts, scrapbooks and photographs.

  Registrants: 24  
  Participants: 18
Implementation

Workshops

• #3 (Disaster Planning) – Covered emergency preparedness, fire protection, security, integrated pest management, mold, and environmental control.

  Registrants: 20
  Participants: 16

• #4 (Disaster Recovery) – Review of case studies, syncing institutional disaster plans with state and federal disaster procedure, and hands-on salvage demonstrations.

  Registrants: 18
  Participants: 12
Implementation

Public Programs

Presented at the Durst-Taylor Historic House Visitors Center in Nacogdoches after workshops 2 and 3.

• #1 4 Participants
• #2 5 Participants

Assessment

Survey
(Please complete one survey for each workshop attended)

Which workshop did you attend? (circle one)

- #1 Preservation Planning
- #2 Preservation of Extraordinary Materials
- #3 Disaster Planning
- #4 Disaster Recovery

Is this the first workshop of this nature that you've attended?

On a scale of 1 to 5 (poor-strong), please rate the workshop's strengths and weaknesses as it pertained to your experience:

a) Applicability to my profession: 1 2 3 4 5
b) Educational/Informative: 1 2 3 4 5
c) Clear and well-presented: 1 2 3 4 5
d) Organization: 1 2 3 4 5
e) Will lead to further topic-specific Planning 1 2 3 4 5

Please elaborate on specifics to a) - e) here:

How did you hear about the workshop series?

Additional Comments (use back if needed):

Select Comments:

- “This is not the first workshop like this that I’ve attended. However, this is by far the best in its specificity and practical application! Very well done.” (Workshop 1)

- “The discussions on causation, deterioration, types, and conservation of old photographs, framed items, audio (old records – as well as the storage of same) have been very informative and sorely needed.” (Workshop 2)

- “We have no library/archive formal disaster plan. This workshop has been a great motivator to get this done. Much of what we’ll need to consider must be done in the context of the campus disaster plan – what I’ve been exposed to here will help me communicate more effectively with the campus officials.” (Workshop 3)

- “Like most people, I tend to let planning and readiness issues slide. This has motivated me to reassess, update, and investigate. Thanks!” (Workshop 4)
Assessment

**Strengths**

**Participation**
- Geographic Diversity
- Experience Diversity
- Mission Diversity

**Value**
- Subject matter was relevant, as evidenced by the lively Q & A between participants and the consultant.
- The small class size in each workshop made the learning environment much more intimate.

**Networking**
- Two participants are using the professional contacts they made during the workshop series as the foundation to create an informal East Texas Preservation Organization. The goal is to meet several times a year and discuss common problems and potential solutions facing cultural heritage organizations located in the East Texas area. The first meeting is in September.
Assessment

Weaknesses

Leadership

Funding

Scheduling
### Assessment

#### Scheduling

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<td>Press Release</td>
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<td>Workshops Begin</td>
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Additional Information

To get a copy of this PowerPoint or my NEH Assessment Report, please email me at:

ainsworthk@sfasu.edu

Thank You.