

RC-WR

REGISTRARS' COMMITTEE - WESTERN REGION

December 1987

newsletter



TABLE OF CONTENTS

Membership Information.....	2-4
New Faces in New Places.....	5
HELP!.....	5-6
Workshop on Documentation.....	7-10
NORCAM Meeting.....	10-11
Western Museums Conference.....	11-15
RC-WR Business Meeting.....	16-19
Museum Computer Network Meeting.....	20
Seminar on HALON.....	21-22
New Reads.....	23
Membership Benefits and Services.....	24



WESTERN MUSEUMS CONFERENCE
RC-WR
559 Pacific Avenue
Suite 8
San Francisco, CA 94133

Non-Profit
Organization
U.S. Postage
PAID
Permit No. 265
San Francisco, CA

JOIN US!

RENEW NOW BEFORE ITS TOO LATE!

RENEW NOW BEFORE THE CHRISTMAS RUSH

RENEW NOW BEFORE THE JANUARY RUSH

1988 RC-WR MEMBERSHIP, THE PERFECT GIFT FOR YOURSELF OR SOMEONE CLOSE

RENEWAL TIME FOR YOUR 1988 RC-WR MEMBERSHIP

ITS THAT TIME AGAIN, RENEW NOW AND KEEP THOSE BENEFITS COMING

1987 CALENDAR YEAR MEMBERSHIP WILL EXPIRE ON DECEMBER 31, 1987

NAME _____
 POSITION _____
 INSTITUTION _____
 ADDRESS YOU PREFER FOR MAILINGS/ROSTER. (CHOOSE ONE) ☐ BUSINESS ☐ HOME
 STREET OR P.O. BOX NUMBER _____
 CITY _____ STATE _____
 COUNTRY _____ ZIP OR POSTAL CODE _____
 BUSINESS PHONE () _____ HOME PHONE () _____

MEMBERSHIP CATEGORIES (CHOOSE ONE)

☐ VOTING (OPEN TO PROFESSIONALS ASSOCIATED WITH NON-PROFIT ORGANIZATIONS, SUCH AS REGISTRARS, COLLECTION MANAGERS, CONSERVATORS, CURATORS, STUDENTS, VOLUNTEERS, RETIREEs, ETC.)

☐ NON-VOTING (OPEN TO PROFESSIONALS ASSOCIATED WITH A FOR-PROFIT ORGANIZATION, SUCH AS SHIPPING COMPANIES, CUSTOM BROKERS, INSURANCE FIRMS, SUPPLIERS OF MATERIALS & SERVICES, ETC.)

ARE YOU ☐ A RENEWING MEMBER, OR ☐ A NEW MEMBER?

ALL CONTRIBUTIONS BEYOND THE ANNUAL \$ 10.00 DUES ARE WELCOME AND HELP TO FURTHER THE GOALS AND PROGRAMS OF THE RC-WR. MEMBERSHIP IS VALID FOR ONE CALENDAR YEAR AND EXPIRES ON DECEMBER 31ST.

MEMBERSHIP DUES \$ 10.00 + CONTRIBUTION \$ _____ = TOTAL AMOUNT ENCLOSED \$ _____

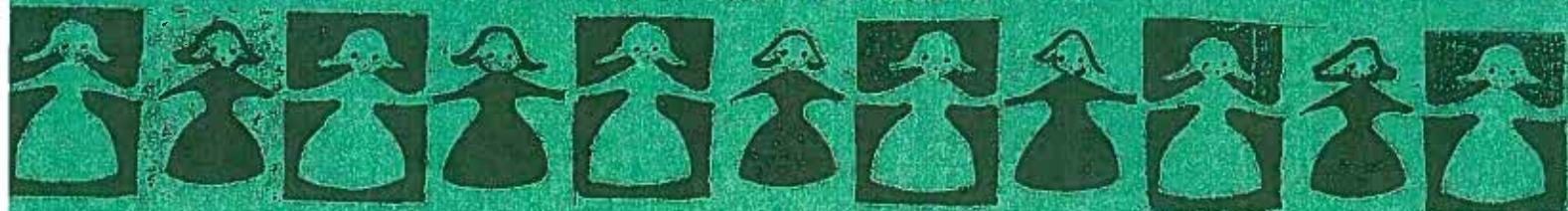
PLEASE MAKE CHECK PAYABLE TO: "RC-WR" OR REGISTRARS COMMITTEE-WESTERN REGION

MAIL TO: LOUIS GONDICH, TREASURER
 RC-WR
 SAN DIEGO MUSEUM OF ART
 P.O. BOX 2107
 SAN DIEGO, CA 92112-2107

RENEW NOW BEFORE THE GUILT SETS IN

RENEW NOW OR ELSE

RENEW AND FEEL RENEWED OR WE'LL PUNCH YOUR FACE IN



TAKE STOCK IN THE REGISTRARS COMMITTEE-WESTERN REGION NOT THE DOW JONES RENEW NOW!

DON'T BE A HOOLIGAN, RENEW AGAIN: REGISTRARS COMMITTEE-WESTERN REGION FOR 1988

MESSAGE FROM THE CHAIR

Our annual Business Meeting was held last month in Portland. Thanks to all of those who attended, and to the registrars of Portland and environs who were so accomodating. We enjoyed getting to know you and your museums.

The complete minutes from the Business Meeting appear later in this newsletter. However, I'd like to briefly highlight a few of the proceedings here.

RC-WR dues will increase from \$5 to \$10 beginning Jan. 1, 1988. For the last two years it has cost the Committee \$8-9 per member to service each member (considering the many mailings you receive!) Luckily, several generous contributions have helped to offset this discrepancy. We'd like to ensure a healthy financial complexion next year though, and so a membership increase was approved unanimously. Brown-bag a lunch or two, and send us a renewal check! It's worth it!

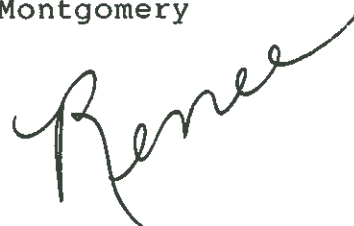
Some !!!!!NEW!!!! RC-WR services have just been instituted. Check out the last page for a description. We hope they'll serve your needs.

The WMC 1988 annual meeting (and our next, annual Business Meeting) will be held in September in San Diego. Every attempt will be made to ensure as many sessions of interest to registrars as possible. Please send any program proposals you may have to me. A theme has not yet been determined, so the sky's the limit! The more proposals, the more likely the more RC-WR sponsored sessions. The RC-WR will request that an open forum be placed on the program for discussion of computer systems (the nitty-gritty details behind many different museums' systems).

Finally, we'd like to make the newsletter 'news-y' and a place to honor YOUR achievements. Have you recently received a special professional award or academic degree? Been promoted? Finished that never-ending project (eg, cataloging the collection, renovating the storeroom)? Let us know . . . or, 'rat' on the person next to you too humble to blow his own horn. (Registrars are like that, I know,--humble, that is--not rats.)

Happy year-ending!!!?@|&/?

Renee Montgomery



RE-WR OFFICERS

Chairperson: Renee Montgomery, Registrar
Los Angeles County Museum of Art
5905 Wilshire Boulevard
Los Angeles, California 90036 (213) 857-6059/6050

Secretary: Martha Fulton-Stout, Registrar
Museum of History and Industry
2700 24th Avenue, East
Seattle, Washington 98112 (206) 324-1125

Treasurer: Louis Goldich, Registrar
San Diego Museum of Art
P.O. Box 2107
San Diego, California 92112 (619) 232-7931

Development: Amy Noel, Assistant Registrar
J. Paul Getty Museum
P.O. Box 2112
Santa Monica, California 90406 (213) 459-7611

Newsletter Editor: Paula March Romanovsky, Registrar for Exhibits
The Fine Arts Museums of San Francisco
Golden Gate Park
San Francisco, California 94118 (415) 750-3678

STATE REPRESENTATIVES

ALASKA: Judith Hauck, Registrar, Alaska State Museum, 6740 Marguerite, Juneau, Alaska, 99801 (907) 586-2901

ARIZONA: Phil Stoiber, Registrar, Heard Museum, 22 E. Monte Vista Road, Phoenix, Arizona, 85004 (602) 252-8848

N CALIFORNIA: Paulette Hennum, Registrar, Crocker Art Museum, 216 O Street, Sacramento, California 95814 (916) 449-5423

S CALIFORNIA: Kathleen Clewell, Registrar, Palm Springs Desert Museum, P.O. Box 2288, Palm Springs, California 92263 (619) 325-7186

HAWAII: To be announced

IDAHO: Jody Hawley, Registrar, Idaho State Historical Society, 610 North Julia Davis Drive, Boise, Idaho 83702 (208) 334-2120

NEVADA: Robert Nysten, Acquisition Registrar, The Nevada State Museum, Capitol Complex, Carson City, Nevada 89710 (702) 885-4810

OREGON: Becky Slade, Asst. Director, Visual Art Resources, 1802 Moss Street, Eugene, Oregon 97403 (503) 686-3029

UTAH: Marcus Vincent, Registrar, Brigham Young University, Fine Arts Museum, D-406 HFAC, Provo, Utah 84602 (801) 378-2818

WASHINGTON: Martha Fulton-Stout (see Officers listing above)

NEW FACES IN NEW PLACES

Beth Goldberg, formerly Registrar for The Art Museum Association (merged with American Federation for Arts) is now the Curator and Exhibition Coordinator for Sonoma State University's Art Gallery.

Margaret Xie will leave her position as Registrar at the University of Oregon Museum of Art to accept the DIRECTORSHIP of the Blanden Memorial Art Museum in Fort Dodge, Iowa.

Sandy Troon (remember our former Communications Chairperson for the Registrar's Committee?) is the Interim Registrar at the Portland Art Museum in Oregon.

Bryn Barabas is the new Registrar for the Riverside Municipal Museum in Riverside, California.

The new Collections Associate for the Gene Autry Western Heritage Museum is Cathy Burton. Cathy came to them from the Southwest Museum.

Maryhill Museum of Art is happy to announce that they have filled the position of Registrar. Betty Long will leave her position as Registrar at the Contemporary Art Center in Honolulu to take over documentation of Maryhill's collection in Goldendale, Washington.

Maggy Willard is leaving the Bowers Museum in Los Angeles in order to be Registrar at the Des Moines Art Center in Des Moines, Iowa.

Julianna Leung has left the Severin Wunderman Foundation and the new Registrar is Mr. Estelle Hoenshelle-Watson.

Sherry Summers from the Guggenheim Museum begins work as Registrar for the Santa Barbara Museum of Art on Febr. 15.

HELP!!!!!!!!

The Bowers Museum in Santa Ana is looking for an Assistant Registrar/Curatorial Assistant.

Under supervision of Registrar: 85,000 object collection, loans, storage, packing, shipping, insurance, condition reporting, inventory systems, assistance with \$12 million expansion project and future computer installation.

Under supervision of Chief Curator: research collection in area of 19/20th century American regional paintings & decorative arts & assist with exhibition organization.

Qualifications: BA in art history, American history, museum studies or related field, training or interest in collection area defined, 3 years experience in registration. Send resume, letter and 3 references to: Director, Bowers Museum, 2002 N. Main, Santa Ana, CA 92706 Deadline - January 29.

University of Oregon Museum of Art. MUSEUM REGISTRAR. Salary, minimum \$19,500. Start ASAP. Organize & oversee all aspects of collections management & conservation. Knowledge & experience in all aspects of registrarial responsibilities. Willing to undertake handbook project cataloguing museum's entire collection. Expertise with computer filing system desired. BA/Art History preferred. MA/Art History or Museology preferred. Oriental specialization sought. 3 years professional museum experience & good writing skills required. Include letter, vita, 3 references and/or placement file. A/D January 31, 1988. Director, UOMA, University of Oregon, Eugene, OR 97403.



"Let me just make a little note of that. I never seem to get anything done around here unless I make little notes."

MISCELLANEA..... IMPORTANT MISCELLANEA.....

Congratulations to Bryan Cooke of Cooke's Crating in Los Angeles. Bryan's wife gave birth to Kevin Masami Cooke on October 12.

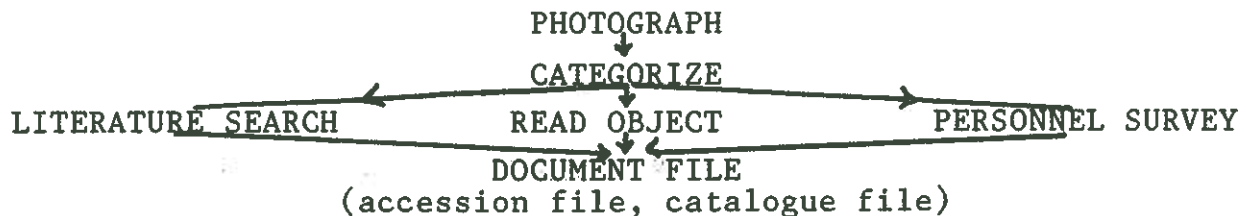
Elaine Deutsch, former Registrar at the Santa Barbara Museum of Art has a latest acquisition in the form of a boy born on May 21st. Welcome to Joseph Deutsch.

Debra Neese Lehane, Registrar for the Art Commission of San Francisco proudly announces the birth of her daughter, Jamie Denise on September 22. Why doesn't someone tell Debra that Registrars ALWAYS have boys???????

Meeting summaries of the workshop held at the Southwest Museum on October 2, 1987. The workshop was sponsored by CAM.

DOCUMENTING COLLECTIONS WHEN DOCUMENTATION DOES NOT ALREADY EXIST

Mary Korenic, Museum Educator at the Milwaukee Public Museum & former Registrar of the Wyoming State Museum, opened the first session with a discussion on the many problems encountered with undocumented collections, e.g., objects with no accession numbers, objects never registered, objects with more than one number, etc. Mary proposed a strategy for documenting collections. The first step would be to inventory both objects & records to determine which objects are actually in the museum, on loan, which objects have records, etc. A diagram was used to illustrate this strategy:



Photographing the object is useful for identification & for publications. Categorizing refers to breaking down information into smaller sections to determine which objects are part of another collection, or objects given by another donor. Five questions can be asked in order to obtain a minimal level of documentation: 1) What is the taxonomic hierarchy, 2) Where is the object from, 3) What is the age of the object, 4) What other artifacts does the museum have from this same period or artist, and 5) How was the object used? Information is also obtained by searching records & files, checking books & journals, and conducting personal surveys of former employees, donor's relatives and museum volunteers. Mary stressed the importance of "reading" the object by observing tags, manufacture marks, restoration, patent dates, absence of parts, etc. Once information is obtained it should be placed into data files.

The second speaker was Ted Greenberg, Registrar of Permanent Collections of The Fine Arts Museums of San Francisco. Ted emphasized the use of an number with an "X" prefix to identify undocumented objects. The "X" number is useful for identification purposes until the object can be researched & information cross-referenced if information is found. It is best to place the "X" number on a tag or removeable label. All "X" numbers have their own file and information card.

A panel discussion followed with Sarah Kennigton, Registrar of the Museum of Cultural History, UCLA, Ted Greenberg and Mary Korenic. Mary pointed out that if an object has no accession number it may be an accessory to an object or possibly catalogued in a lot with other objects. She stressed the importance of doing an inventory to avoid this problem. Sarah stated that her museum assigns object numbers to undocumented objects rather than an "x" number and questioned whether or not those objects should be accessioned first or deaccessioned. Ted stated that objects should first be documented so that in 25 years they become museum property if still unclaimed. This provision is supported by California Bill #603 passed by the state legislature. After this, they can then be deaccessioned following your museum's procedure.

During the question and answer period the points were emphasized that objects need to be tagged before building up documentation files and the importance of keeping track of objects with temporary tags.
submitted by Mark Cattanack, Assistant Registrar, Los Angeles County Museum of Natural History

LABELLING MUSEUM OBJECTS

Methods of labeling museum objects were addressed by a panel of four experts.

Linda Strauss, Asst. Conservator at the Getty Museum, began the presentation by stating that numbering objects is not difficult if the appropriate materials are used. One must know the general guidelines, but if in doubt, a conservator should be consulted. She described a basic accession numbering kit as follows: a) B-72, a stable acrylic which is used as a thin undercoat & more thickly applied as an overlayer, b) India, white opaque or ultraviolet ink, c) Pen or brush for marking and d) paper towels.

Techniques for Marking Museum Objects

Ms. Strauss then discussed marking a variety of surfaces. General guidelines include the use of the B-72 method, which should only be applied to unfinished surfaces on furniture in an area unseen when the object is on display. Ultra-violet ink can sometimes be applied to glass or ceramics when the object must be viewed from all angles, but it must be done under a special ultra-violet set-up. This method is now only being used on a trial basis & often must be repeated every few years. Photographs can be marked lightly with pencil on the reverse and paintings on the stretchers. Textiles can either have a tape numbered with indelible ink sewn into them or be identified by suspended paper tags from a

padded hanger. Porous ceramic surfaces can be prepared with a thicker coat of B-72. Use of metal tags for armor was cautioned against because of their abrasiveness against metallic surfaces.

Problems Associated with Incorrect Numbering Procedures

Don Sale, a 3rd year intern with Winterthur's Conservation Program, & Sharon Blank, Objects Conservator, LACMA, outlined a series of problems associated with incorrect numbering procedures: adhesive labels on ceramics leave a residue, on metals cause corrosion. Tags with metal rims attached by string tags can erode and nick the surface of furniture. Marking ink can fade into surfaces and B-72 can dissolve such surfaces as celluloid. It was advised in such cases to use an earth pigment or India ink watercolor. Baskets can effectively be marked by placing indelible ink numbers on Japanese rice paper which is then adhered to the basket surface by B-72.

Labeling Natural History Objects

Lynn Barkley, Collections Manager, Birds & Mammals of the Natural History Museum of Los Angeles County discussed the scientific value of natural history objects. To have any scientific or historical value, a specimen must have associated data containing at minimum: object name, locality of origin and date collected. Additional information including name & number of trapper is referred to as "field information." Field information can be incorporated in a larger tag, accompanying the smaller tag directly attached to the specimen.

Tags of 100% rag, PH-neutral, 20 # weight, ligament free paper are attached to mammal skins above the ankle joint on the right leg. They are tied with nylon or reinforced synthetic thread (natural threads will rot) with a stress knot tied about 1" away from the tag. This avoids unnecessary handling of the skin itself. Bones are generally numbered individually, taking care to not cover any scientific evidence. A large paper tag bearing all pertinent information & accession number already marked on the bone. Fluid specimens are both tagged inside vial on the specimen itself, as well as with a plastic coated paper such as Tyvek on the outside. Correct labeling is a must, although methodology is still hotly debated. A footnote was added that no old label should be destroyed. If it is falling apart, it should be encased in mylar.

Resource Lists

This included two books on the marking of specimens: Catherine A. Hawks, Stephen L. Williams, Care of

Specimen Labels in Vertebrate Research Collections.

B-72 compound can be purchased from: Conservation Materials, Box 2884, 340 Freeport Blvd., Sparks, Nevada 89431.

.....submitted by Margaret A. Willard,
Assistant Registrar, BOWERS MUSEUM, Santa Ana, CA

NORCAM
MEETING

Meeting summary of the Northern California
Association of Museums held on October 24 in
Oroville, CA.

Recently, the Northern California Association of Museums held a meeting in Oroville, Butte County, California. The topic of the meeting was collection management policies and the speakers were Paulette Hennum, Registrar of the Crocker Art Museum in Sacramento and Carolyn Bond, Director of the Redding Museum and Art Center. This was the fifth meeting of NORCAM, an organization formed in the spring of 1986 as a measure to combat the isolation of the small regional museums of Northern California.

NORCAM originated on the campus of California State University, Chico under the sponsorship of the Dept. of Anthropology. The association was formed by the Professor of Museum Studies, Keith Johnson and a graduate student, Margaret Bartholomew, with support from a small steering committee. The stated purpose of the organization is to enhance communication between the affiliating museums and to provide a network for mutual aid and understanding. There are no bylaws, dues or officers. All members are welcome to join the operating committee. More than fifty museums are now participating members.

Three meetings are held each year, each in a different area of the North State, hosted by the museum or museums of that region. Already meetings have been held in Chico, Ukiah, Tehama, Mendocino and Oroville. A format has been established for the meetings - speakers and/or workshops offering technical advice & expertise followed by tours of the local museums. Topics addressed to date have been fundraising, exhibit design, volunteers, collection management policies and techniques for clothing display. A newsletter is issued between meetings.

NORCAM's next meeting will be held in February in Redding and the topic will be preservation and conservation of both artifacts and documents. The hosting museums will be the Carter House Science Museum and the Redding Museum and Art Center. For

further information regarding membership contact
Margaret Bartholomew at (916) 594-7334.

.....submitted by Margaret Bartholomew

Meeting summaries from the Western Museums Conference
Annual Meeting held in Portland from Sept. 16 - 19.

INTERNATIONAL ACCESS TO MUSEUM INFORMATION

Introduction: Ronald Eggherman, Deputy Director,
University Art Museum, University of
California, Berkeley

Speaker: Steven Delroy, Chief of Documentation
Research and Consulting, Canadian Heritage
Information Network, Ottawa

Steve Delroy presented an informative, fact-filled
overview of national and international documentation
efforts, focusing on recent developments in Canada,
the United States and England.

Begun in 1972, the Canadian Heritage Information
Network (CHIN) is a nationally supported program in
which 150 Canadian museums participate. The focal
point of the organization is to provide a computerized
collections management system to participating museums
and at the same time maintain two national data bases
which contain information on the collections of CHIN
clients. This CHIN system currently maintains 2.5
million records using BASIS software.

Although CHIN has long been an active member of the
Documentation Committee of ICOM (CIDOC), they have
also recently taken a leading role in a number of
other international projects. CHIN contributes to, or
manages, the following projects:

1) A repository of stolen artifacts data base,
created by the Royal Canadian Mounted Police and
Interpol, is maintained on the CHIN system. This data
base contains listings of stolen artifacts from around
the world.

2) The Conservation Information Network is another
project which benefits from the assistance of CHIN.
CIN is a functioning network which collects and
disseminates conservation information internationally.
CHIN has contributed its expertise regarding
automation and information sharing to the project.
Beginning in September of 1987, information about
conservation is now available, on-line, throughout
Canada, the U.S. and Europe.

3) CHIN has recently completed a data exchange with
Phillips University in Marburg, West Germany. CHIN
exchanged a copy of its National Index, an index of

W
M
C

600,000 photographs of European works of art. Steve Delroy felt that this on-line exchange was important because of the ease with which it was accomplished. 4) A Transborder Heritage Data Flow Steering Group has recently been established by CHIN to advise on the creation of a convention facilitating the exchange of information across international boundaries. The conventions drawn up by CHIN will be presented to UNESCO for ratification.

Delroy brought his presentation to an end with a review of some of the issues that must be taken into consideration for the international exchange of data to take place: data standards, data ownership, security, data quality, the laws of the countries exchanging information, language and ethics. His conclusion was that the future holds many interesting possibilities for the international exchange of museum information.

.....submitted by Sandra Nath, Jewish Community Museum in San Francisco

COMPUTERS NEED NOT BE TERMINAL

Stephen LeBlanc, Curator of Archaeology at the Southwest Museum, Los Angeles, and Peter Welsh, Deputy Director and Chief Curator at the Heard Museum of Phoenix, led this workshop which focused on the successful planning and implementation of computer projects for collections management. The following is a brief summary of their presentation:

Both speakers stressed the need for staff involvement at many different levels in the planning stages. It is essential for those who are going to use the system to be involved at an early stage so that their particular needs can be addressed at the outset. Mr. Welch went on to speak about the various misconceptions which have arisen in museums over the past decade concerning the kinds of preparation which should be undertaken when embarking upon a project of this kind. He stressed the need for clear communication between departments and staff members as to which elements of data are truly significant in a given instance. He was quick to add that this does not mean a lengthy & laborious sorting of the manual system into new data fields, but rather a consensus among the staff as to what constitutes meaningful information about a given object in the context of the museum's collections. Mr. Welch spoke at some length regarding the levels of information which exist for any object: historical & cultural content, personal use, decorative elements or imagery, shape, weight, chemical composition and so on. In order to implement

a truly successful computerization project it is first necessary to prioritize the existing information.

Mr. LeBlanc enlarged upon this issue in addressing the difference between data entry & recataloging, the latter being an ongoing function of collections management for which the computer can serve as a powerful tool, and the former being the transfer of significant information from the manual system into the computer. It is not necessary to recatalog before data entry. Both speakers strongly recommended entering data from the manual records as it exists and allowing the computer to aid in the sorting.

Mr. LeBlanc presented a brief explanation of some of the most misunderstood concepts encountered by collection managers in the process of considering an automated system:

Operating Systems - these are the programs which tell the computer how to process the information we enter. They come in two basic forms, generic and proprietary. A proprietary system can only be operated on one kind of machine, whereas generic systems are more flexible. The most common operating systems currently are MS-DOS (proprietary, single user), UNIX and PICK (both generic, multi user, i.e. more than one person can search or edit the same file at the same time.

Date Base Management System - This is a basic program for storing, sorting and retrieving information. It is not an applications program but rather a set of generic instructions for filing and sorting.

Application Program - The applications program is a program which is set up to do a particular task. Collections management is an application.

It is extremely important for those planning a computerized collections management project to understand these terms thoroughly. Using the ARGUS system as an example the two speakers went on to show how vocabulary controls can be set up to avoid confusing conceptual categories of information. The ARGUS system used by the Southwest and Heard Museums operates a powerful subsystem called "Lexicon" which allows the user to search for an item on a number of related terms. Data is entered from the existing records and predetermined fields are linked to the Lexicon. Museum staff can use the Lexicon to identify preferred terms as well as alternative spellings and less common terms. In addition, the Lexicon allows searches from the general to the specific.

Another major feature of the ARGUS software demonstrated was the variable length field. This feature, according to LeBlanc allows for greater flexibility in data entry and cuts out the laborious counting of characters which

used to be an integral part of the planning for computerization.

During the question and answer period Rozelle Overmire, a graduate of the Center for Museum Studies, John F. Kennedy University, drew everyone's attention to a new two volume publication entitled, Computer Resource Guides for Non-Profits. A fourth edition of this publication will soon be available which will include software information for museums in particular.

EXHIBITION CONSERVATION: SAFEGUARDING THE STORE

Karen Field, a graduate of the Center for Museum Studies, John F. Kennedy University, introduced this workshop led by John Burke, Conservator, Oakland Museum and Oregon Art Institute.

Mr. Burke spoke first giving an overview of the subject and outlining some of the most pressing problems. He spoke of the lack of trained staff in small museums throughout the country, the difficulties of environmental control, fire and security programs, lighting techniques and object handling. Some of the most basic conservation measures concern daily housekeeping practices such as keeping doors and windows closed to reduce dust and insect infiltration as well as to maintain environmental temperature & humidity controls. It is sobering to realise that even a 10 per cent rise in temperature doubles the rate of a chemical reaction.

In the exhibition areas one of the primary sources of heat is the lighting. For this reason objects should not be exhibited in cases with enclosed lights. A number of different lighting fixtures are currently available. Incandescent lighting is low in ultraviolet light but high in infrared which produces heat. Fluorescent lighting fixtures & those with quartz rather than glass envelopes are high in transmitted ultraviolet light. This can cause fading as well as other kinds of degradation. Dichroic light fixtures are now available which filter out much of the heat from the infrared wavelengths & which transmit the ultraviolet wavelengths through the back of the fixture cutting down the exposure to the objects on exhibit.

Another major concern for exhibition conservation is the hazard of case materials which exude vapors harmful to the objects placed within them. Acidic vapors accelerate destructive reactions & the sealed case can become the cause of damage if harmful vapors accumulate in the micro-environment. Formaldehyde is one of the most destructive elements in plywood, glues & particle board used for case construction. The Oakland Museum has had success with aluminized plastic sheeting called, Marble seal, which acts as a barrier in cases with sensitive materials.

In addition they use laundered synthetic fabrics rather than natural fibers to line exhibition cases in order to cut down on harmful vapors and dust within cases. Newly varnished or painted cases should be allowed to completely dry, generally for at least a week, before objects are installed.

Oil based paints should definately be avoided in the exhibition area & even latex painted cases should remain open & empty until they have had adequate time to cure. Rubber based cements, white glues & silicones all release acidic vapors & the release of solvents in some may cause melting of plexiglas mounts as well as the softening of plastic artifacts, now part of many historical collections.

The second part of the workshop was presented by Sonja Sopher who addressed the issue of fluctuating relative humidity in galleries. Ms. Sopher demonstrated a case design for wooden panel painting in which Artsorb has been used as a buffer to control the dimensional changes in a wooden panel painting. Artsorb comes both in crystal form & in the form of impregnated sheets. The sheets have been used by the Getty and others to stabalize microenvironments with good results & require less preparation than conventional silica gel.

CLOSING REMARKS BY PHIL STOIBER, The Heard Museum, Phoenix, Arizona.....

Here is a remark from the Closing General Session Speaker at WMC this year - Pat Murray from J.P. Murray & Assoc. in Berkeley closed the conference with ideas on the essence of leadership: leadership comes from serious thought & reliable action & "there's nothing more powerful than being yourself."

CASSETTE LENDING LIBRARY

A new cassette is now available from the 1987 Annual Meeting of the Western Museums Conference held in Portland from Sept. 16-19, 1987. It is titled "Fellowship Skills," & concerns itself with developing a productive relationship with your director. Approaches are suggested to eliminate communication problems & frustrations while increasing employee enthusiasm & job satisfaction. Like our other tapes, this one is available for borrowing by RC-WR members only. It will be loaned for a period of two weeks for a two dollar postage/handling fee. Return postage is the responsibility of the borrower. Requests should be sent to Louis Goldich, Treasurer, RC-WR, San Diego Museum of Art, P.O. Box 2107, San Diego, CA 92112-2107. Checks should be made payable to: RC-WR.

For a complete list of all 26 cassettes available from the 1987 Annual Meeting of the Western Museums Conference, contact: Audio Archives International, Inc., 3043 Foothill Blvd., Ste. 2, La Crescenta, CA 91214. Or call (818) 957-0874.

ANNUAL BUSINESS MEETING OF THE REGISTRARS COMMITTEE - WESTERN REGION
Wednesday, 16 September 1987
Western Museums Conference, Portland Hilton Hotel

Committee Chairperson, Renee Montgomery, called the meeting to order.

I Introduction of members present

II Approval of the minutes from the 1986 Annual Business Meeting -
Martha S. Fulton-Stout

The minutes of the 1986 Annual Business Meeting held during WMC in Los Angeles were presented as published in the December, 1986 RC-WR Newsletter. It was moved that the minutes be changed in the following areas: section II should read: "A unanimous vote of the RC-WR"; section VI museum packers and preparators full members of the RC-WR"; section B. Arizona State Representative Report: "Due to illness..."; section VI E. Hawaii State Representative Report: "Mary Case...paid her own expenses to participate in the workshop." The minutes were approved as corrected.

III Treasurer's Report - Louis M. Goldich

Louis Goldich reported that the committee, as of 15 September 1987, had a balance of \$ 2,334.58. He reminded members that their 1987 membership expires in December and to send in their 1988 dues early to help the committee save on mailing costs.

IV Membership Report - Louis M. Goldich

Louis presented a breakdown of the current membership by state and regions. We are comprised of 231 renewing members and 130 new members for a total of 361. This represents an increase over last year's 348 members. Louis reported that the RC-WR is building a rental library of session tapes that includes previous AAM, AASLH, and WMC Annual Meetings. These are available to all members for short-term rental from Louis for a \$2.00 postage and handling fee.

V Secretary's Report - Martha S. Fulton-Stout

Martha presented the "Tabulated Results of the RC-WR Member Survey 1986-1987." Responses for each question were compiled from the 192 completed surveys received. Each question was then ranked by percentage to show the most and least frequent responses. A synopsis of the results will appear in a future RC-WR Newsletter. From the RC-WR Member Survey, Martha has also created expertise lists for each state.

VI Newsletter Editor Report - Paula March Romanovsky

Renee presented Paula's report. Three issues of the Newsletter have been published this year. The most recent issue was August with summaries of sessions from the June AAM Annual Meeting included. The last issue of 1987 will include session summaries from this WMC meeting and the minutes from our Business Meeting and Breakfast Meeting. Paula invites the membership to submit articles for future issues and thanked all who have contributed to the Newsletter this year.

VII Development Officers Report - Anita Feldman

Renee read from Anita's report. Anita reports that she has been soliciting new members through several new avenues. A list of donors 1986-1987 was presented to all attendees. She thanked those new and renewing members for their contributions to the committee, which totaled \$ 445.00, and has given their names to Paula for mention in the Newsletter. Anita announced her resignation as Development Officer to pursue graduate studies. Renee will seek a replacement for Anita.

VIII State Representative's Reports

A. Alaska - Judith Hauck

No report was received. Renee mentioned that the Annual Meeting of the Alaska Museums will be held October 20 - 23, 1987 and will focus on organizing exhibitions.

B. Arizona - Phil Stolber

Phil reported that the May workshop of the Museum Association of Arizona, "Legal Issues", had a total attendance of 53 and included 17 registrars and collections managers. In August a statewide mailing was sent to 177 prospective members. A mini-workshop will be held the third week in September at The Heard Museum for 9 registrars and curators of the Arizona Historical Society from Tucson, Yuma, and Phoenix and will include a demonstration of the ARGUS/MUSE collections management system installed at The Heard. In October, in conjunction with an exhibition opening at The Heard, an informal discussion will be held to assess statewide workshop needs and to develop a stronger network among state registrars.

C. Northern California - Paulette Dunn Hennum

Renee read from Paulette's report. Paulette has been quite busy having participated in three workshops in the last year. At present she has tentative plans for a workshop at the end of 1987 and the Haggin Museum in Stockton has offered to host this event.

D. Southern California - Louis M. Goldich

Louis reported that the Southern California branch of the RC-WR has sponsored one workshop, their seventh, entitled, "Importing and Exporting Procedures and Documentation." This all day event, which included presentations by customs brokers, U. S. Customs Agents, lunch and tours of three major air freight facilities at the Los Angeles International Airport, drew 83 attendees and increased our membership with 18 new members. A summary of this workshop appeared in the August 1987 issue of the RC-WR Newsletter. The Southern California Registrars Committee will sponsor a workshop at the October 2nd meeting of the California Association of Museums, hosted by the Southwest Museum in Los Angeles and will focus on two topics: "Documenting Collections When Documentation Does Not Exist" and "Methods for Labeling Museum Objects."

E. Hawaii - Betty Long

Betty reported that in her first year as state representative there have been three workshops. The June workshop drew 15 participants where a video tape was made of Barbara Coffee Cole, of the National Museum of American History, to make her presentation available to members who were unable to attend. Collaboration with Education and Collections Committee members has been successful. Other workshops included one on "Learning Theory" and another small workshop with local packers, shippers, and insurers as speakers.

F. Idaho - Jody Hawley

Renee read from Jody's report. Jody is attending the annual meeting of the Idaho State Historical Society at the time of this WMC meeting and will be conducting a workshop on "Registration and Conservation Methods" on 17 September as part of the pre-conference activities. She will be placing RC-WR brochures in registration packets.

G. Nevada - Bob Nvlen

Bob telephoned his report to Renee prior to this meeting. He is planning to hold a workshop on conservation of textiles and clothing in November. This will be a follow-up of a workshop held last February. It will be a three-day event jointly organized by the University of Nevada, Reno, Home Economics Department, the RC-WR, and the Nevada State Museum. Bob is looking for grants to enable him to do workshops. The tentative speaker is Helene von Rosensteil, former conservator of Costumes and Textiles at the Brooklyn Museum. At the upcoming Southern Nevada Oasis Meeting, February 1, 1988, time has been allocated for a meeting of the state registrars committee.

H. Oregon - Becky Slade

Becky reported that the Oregon State Registrars Committee has grown from 7 to its present level of 20 members. Becky has been hard at work with two other persons compiling a brochure on the Museums in Oregon, sponsored by the Oregon Museums Association. 31,000 copies of the brochure were printed. She is hoping to combine state meetings with the quarterly meetings of the OMA. Renee praised Becky's efforts to maintain a strong state group.

I. Utah - T. Michael Smith

Renee relayed T. Michael's report. He has been working closely with the Utah Museums Association and had an article on registration published in the Spring issue of the *UMA Newsletter*. A workshop was held in May in Salt Lake City on registration concerns. It covered a variety of registration topics and had around 12 persons attend. He has completed a joint mailing for UMA in conjunction with its Annual Meeting, 2 October 1987, that will include the 18th Utah Registrars Committee meeting. He hopes to promote interest and attendance at the state and regional levels.

J. Washington - Martha S. Fulton-Stout

Martha reported that since her appointment as state representative she has compiled one mailing to prospective members in the state. Membership is currently at 21 members. Martha is planning a meeting of the Washington State Registrars Committee during the upcoming Annual Meeting of the Washington Museums Association scheduled to be held in May, 1988, in Yakima. She is also pursuing the possibility of collaborating with the Oregon State Registrars Committee in a joint workshop sometime in 1988. Martha will be compiling a membership solicitation mailing in late 1987.

IX Report, WMC Board Meeting - Renee Montgomery

Renee reported that there are 320 registrants to this Annual Meeting of the WMC. The upcoming annual meetings of the WMC will be held in San Diego, California in 1988, Phoenix, Arizona in 1989, a location in Orange County, California in 1990, and a location yet to be announced in Nevada in 1991. Suggestions are wanted for the 1988 Annual Meeting in San Diego, no theme has been announced at this time. Nominations are being accepted for next year's WMC officers and Renee encouraged any interested member to contact the WMC Nominations Committee for information.

Kittu Gates, *WMC Newsletter* Editor, reported on a successful August retreat for WMC Board members. The interaction between the WMC and professional standing committees has received critical acclaim from other organizations who wish to use this as a role model.

X Report, June 1987 Registrars Committee Board Meeting, Annual Meeting, San Francisco - Renee Montgomery

At present there are 373 members of the National Registrars Committee. Renee reported that the AAM is asking all professional standing committee to have an account with the AAM and all distributions of money passed through that organization. Karole Schmiegel, RC Chairperson, as a result of a session held at this AAM meeting, responded to the National Institute of Conservation and the Bay Foundation's grant program for the "new" position, Collections Care Specialist. Karole sent a letter outlining the Registrars Committee concern regarding this position.

Committee activities during the past year included: a standard facilities report that was circulated to all RC members for their comments and return, the Awards Task Force and Internship Task Force, on which Renee Montgomery and Ted Greenburg serve. The Nominations Subcommittee, which includes Phil Stoiber, is now accepting names for the 1988 slate of officers.

The AAM has agreed to publish *Orderly Thinking* and McAllisters, a New York shipping company, contributed \$5,000 towards editing costs.

The 1988 Annual Meeting of the RC will be held in Pittsburgh during the AAM meeting, June 3-8, 1988.

Karole asked Renee to discuss the AAM Long Range Plan and discussion would take place during the Breakfast Meeting. Comments are wanted by the AAM before November 7th.

Renee reported on a recent letter received from Betty Stothers, Chairperson on the Canadian Museums Association/Registrars Special Interest Group. It is a growing organization with a membership comprised of 250 collection-related museum professionals. Betty reported that the Canadian Museums Association adopted the AAM "Code of Ethics for Registrars" at their annual conference in May. At that time Betty encouraged their membership to apply for membership in the RC-WR. She had recently joined the RC-WR and was encouraged about sharing RC-WR material with our Canadian counterparts. Renee looks forward to future exchanges between the two committees.

XI New RC-WR Member Services

A. Forms Clearinghouse - Susan Melton

Renee read Susan's report. In the 18 months the committee has offered this service to members, Susan has received 37 requests for forms. Approximately 60 institutions have submitted forms to the clearinghouse. Susan would like feedback regarding her activities with this service and Renee encouraged members and state representatives to communicate with Susan regarding her efforts to make this an important RC-WR service.

Louis M. Goldich mentioned that the Texas Association of Museums was publishing an updated version of their popular Museum Forms Book. He contacted TAM asking if they were interested in assistance or input from the RC-WR. Our offer was declined due to the TAM wishing to retain control over this now out-of-print publication.

B. New Reads - Sharon Slanovec

Renee related that Susan has received 38 requests for articles as a result of our publishing this service in each issue of the RC-WR Newsletter.

C. Expertise Network - Martha S. Fulton-Stout

Martha has expertise lists available to the membership and distributed complete sets to the officers and state representatives. The expertise lists is based on responses to question #5 in the Member Survey and will be updated periodically.

D. Nominations Committee - Roxana Augustziny

Roxana reported that a total of 267 ballots for election of officers were mailed to active members and 86 were returned. The results of the 1987 election of RC - WR committee officers are:

Chairperson: Renee Montgomery
Secretary: Martha S. Fulton-Stout
Treasurer: Louis M. Goldich

Roxana congratulated the incumbents for their re-election and thanked the members of the Nominations Committee, Amy Noel and Bob Schroeder for their assistance.

E. Proposed Budget, 1987-1988 - Renee Montgomery

Renee presented the proposed budget for the next fiscal year. The 1986-1987 balance carried forward is \$ 2,334.58. Anticipated expenses for 1987-1988 total \$ 3,404.00, anticipated revenue from memberships is \$ 1,625.00, for a total balance of \$1,700.00. The budget reflects the decrease in mailing costs for the Newsletter now that we are using the

WMC nonprofit mailing permit. The Southeast Registrars Committee has asked the RC-WR for a loan of \$ 500.00 to enable them to publish a manual on condition reporting. The loan would be paid back once the manuals are sold and RC-WR members would receive copies at a discount. The RC-WR has agreed to make the loan if needed.

Renee asked for discussion concerning the large amount of our balance and suggested that \$ 1,000.00 could be spent for some type of membership financial assistance. Offering travel assistance to members was suggested, but questions arose concerning who could qualify, and who and how the funds would be administered. Martha brought up the point that the RC-WR Member Survey results show that the members are more interested in having money applied toward: 1) offering more workshops, 2) funding travel for speakers; funding travel for members ranked fifth out of six options in the survey.

Louis Goldich mentioned the fact that the RC-WR is almost out of membership brochures and money should be budgeted to reprint them. Carl Allen, Allen Associates, offered to underwrite the cost of new brochures for the committee. Renee thanked Carl and Allen Associates for their support.

The cost of our annual membership dues was raised. Kittu mentioned that it costs the committee between \$ 8.00 and \$ 9.00 to service each RC-WR member and dues are only \$ 5.00. The committee has not raised its dues in the history of the organization and perhaps now was the time to increase dues to compensate for the actual costs of servicing each member. Discussion ensued concerning the difference between active vs associate vs commercial suppliers. Martha agreed to look into the By-Laws regarding a change in wording for these different membership factions.

It was moved and seconded that the annual dues for the RC-WR be raised to \$ 10.00 for active members.

The proposed budget was then changed to reflect the increase in anticipated revenue because of the doubling of the cost of membership and the anticipated Membership revenue was increased from \$ 1,625.00 to \$ 2,625.00. It was moved and seconded that the Proposed Budget, 1987-1988 be approved as changed. The membership brochure would be redesigned to reflect these changes before they are printed.

XII New Business

A. By-Laws Revision

Martha agreed to look into the By-Laws for a revision that would include the recently added position of Development Officer. At present there is no mention of this important position in the By-Laws.

B. Guidelines for workshop collaboration

Renee presented a draft of "Guidelines for Joint Workshop Sponsorship" to be used whenever a RC-WR committee is involved in a collaborative workshop situation. Its purpose is to protect each parties interests and responsibilities and to make certain the RC-WR has full knowledge of the subject matter, time and place of the workshop, and reserves the right to approve in advance all costs incurred including all contracts, and announcements or promotional materials.

It was moved and seconded that the 1987 Annual Meeting of the RC-WR be adjourned.

Respectfully submitted,

Martha S. Fulton-Stout, Registrar
Secretary, RC-WR
23 November 1987

BREAKFAST MEETING REGISTRARS COMMITTEE - WESTERN REGION

Saturday, 19 September 1987

Western Museums Conference, Portland Hilton Hotel

Chairperson, Renee Montgomery called the meeting to order and thanked everyone for attending this early morning meeting.

I Introduction of members present

II Report of RC-WR Annual Business Meeting - Renee Montgomery

Renee recapped important topics discussed at the business meeting Wednesday, 16 September. The National Registrars Committee is looking for volunteers. The WMC will be electing officers in 1988 and she encouraged the membership to consider a RC-WR member for the slate of officers. Program proposals are being accepted for the 1988 meeting of the Western Museums Conference. Our membership stands at 361 members and includes 36 from outside the region.

It was approved in the business meeting to increase the annual membership dues to \$10.00. Membership categories will also be modified to better represent the privileges and rights of both voting and non-voting members. The membership brochure will be changed to reflect these changes and the cost of printing will be underwritten by Allen Associates.

Anita Feldman, Development Officer, submitted her resignation. Renee will appoint a successor for Anita. The committee has received total contributions of just under \$500.00, and Renee thanked Anita for her hard work as the committee's first Development Officer.

III Overview of RC-WR Services Available - Renee Montgomery

Renee outlined the services available to RC-WR members. The RC-WR will now offer a travel assistance program. The maximum that a member can receive for travel expenses will be \$50.00 and this assistance will be available to members wanting to attend a workshop or meeting of their state committee or that of a neighboring state. Information will be forthcoming regarding this new service.

Louis Goldich, RC-WR Treasurer, oversees a tape rental program to members. He has tapes from sessions at AAM, AASLH, WMC, and other meetings and programs of interest to registrars. Phyllis Morgret, Curator of Collections, Herrett Museum, Twin Falls, Idaho, manages the records exchange program for the members and Martha Fulton-Stout coordinates the expertise list for members.

IV New Business

A. Change of membership categories

In conjunction with the increase of annual membership dues from \$ 5.00 to \$ 10.00, a change has been proposed in membership categories. There will still be voting and non-voting members but now former active RC-WR members will be combined with Associate members to include retired registrars, registrars who work for galleries, corporations, and profit organizations, conservators, students, and interns. It was proposed that voting members be those who reside and work in the western region and are interested in promoting the goals of the

committee. Non-voting members would be those persons that are a part of a commercial enterprise, residing outside the region, and former active members. Martha Fulton-Stout, RC-WR Secretary, will look into the By-Laws concerning this change in membership categories.

B. AAM Long Range Plan

The AAM has compiled a Long Range Plan. Copies were included in the WMC registration packets. Renee requested comments from the membership and asked about services we could provide to the AAM.

Renee thanked the officers and state representatives for their work during the past year.

It was moved and seconded that the meeting be adjourned.

Respectfully submitted,

Martha S. Fulton-Stout, Registrar
RC-WR Secretary
23 November 1987

MUSEUM
COMPUTER
NETWORK
ANNUAL
MEETING



Meeting summary from the MUSEUM COMPUTER NETWORK 1987 ANNUAL CONFERENCE held October 13-14 in Cambridge, Massachusetts

A recurring theme of "standardization" was set by keynote speaker, David Bearman, MCN board member. Throughout the conference this idea was brought up in various ways. Bearman stressed standardization of exchange data so that different computer systems could interconnect. Jane Sledge of the Smithsonian Institution reported that a working Standards Group was formed in the recent Museum Documentation Assoc. Conference (MDA-CIDOC) held in England to set data models & index categories. Mary Sullivan from the Virginia Museum of Fine Arts explained how planning with CHIN experts helped develop their system into one of information exchange. Jim Blackaby of the Bucks County Historical Society, addressed the revision of Nomenclature & said that AASLH is developing software packages to support it. By mutual agreement among the museum community in setting standards, open systems can pave the way for data exchange. We can then find strength in our diversity of computer software & hardware if there is authority control. The obvious advantage is not having to reinvent each new system.

This year's annual conference was geared to beginners as well as advanced computer users. There was an entry-level microcomputer workshop offered by the host museum, the Boston Museum of Science, the first morning. Concurrently, abstracts were offered by the MDA, CIDOC, NPS (National Park Service), AHIP (Getty Art History Information Program), Getty's Art & Architecture Thesauruses & CHAO (Computers in Art Organizations of New York). Other abstracts discussed: Common Databases for History Museums; Legal & Business Issues in Computer Software Acquisition & Database Design.

The second day of the conference was concerned with individual systems developments accompanied with demonstrations of 7 computer applications from various museums. Among the presentations were: The Art Index of Denmark, The Inventory of American Sculpture, Mystic Seaport Museum computerization, Automating Archaeological measurements & drawings (Montana State University), Princeton University's Collection Management computers & New York State Museum's History Computer Project. Demonstrations included: The Conservation Information Network, ANSC National Park Service, Macintosh Page Maker, Arkansas Archaeological Survey, Rosenfeld Collection Videodisc from Mystic Seaport, MORE by Michael Sand Inc. & the Smithsonian Inventory of American Sculpture.

Other abstracts included an overview of computer use in museums by Dr. Steven LeBlanc from the Southwest Museum. He suggests there is a real need to integrate computers in all departments & to develop system vocabulary authority lists. An Audience Behavior case study of a computerized exhibit by

Dr. D. D. Hilke of the National Museum of American History showed that computers helped increase comprehension of an exhibition by 24%. Computers competed with the hands-on exhibit area but not with the labels within the exhibit. The exhibition, "Lazer at 25", was developed by SITES. Two panels filled the afternoon program, one on computerization at the Boston Museum of Science & the other on issues in computerized collections management. Please contact Rozelle if you wish further information.submitted by Rozelle Overmire, Museum Computer Specialist, San Francisco (415) 989-3945

HALON SEMINAR

Meeting summary from a seminar regarding HALON fire suppression systems sponsored by The Health & Safety Committee of the Fine Arts Museums of San Francisco.

On November 10th, a panelist of specialists addressed a museum group on the subject of HALON: Friend or Foe of the Museum Environment? The panelists included Dr. Lee Wugofski from the Center for Occupational Safety & Health, Captain Jerry Grey from the San Francisco Fire Dept., Mr. James Hartman, Building Engineer at FAMSF and Marvin Charney from Fenwal, Inc., suppliers of HALON.

The combined experience & expertise of the speakers made for very informative and complete program. The main issues centered around the hazards of inhalation of HALON. Two different kinds of HALON were distinguished. The gas in the hand held canisters is hazardous & breathing apparatus is recommended. The HALON in mounted tanks that automatically discharge has not been proven to be a hazard to humans. This was agreed upon by all of the panelists.

HALON was touted by all panelists to be the most effective & desirable of fire suppression systems if it is used in an appropriate and controlled environment. Open doors, open windows or room reconfigurations can all diminish the effectiveness of HALON. HALON emission comes out in a highly pressurized blast. If objects are not secured there can be substantial damage and risk to employees. If HALON emits in a dusty environment the air can become so clouded that efficient evacuation can be obscured. However, the most important element of a HALON installation is the awareness of staff. Their knowledge about the procedures and capabilities of the system are essential to a successful HALON installation.

A videotape was produced and is available free of charge. Please contact Kathy Weston, Health & Safety Committee of The Fine Arts Museums of San Francisco. Her phone number is (415) 221-4481.

In organizing this seminar a Registrar did a great thing. Here's the background. One day this Registrar wondered, "Why do the signs on our storage doors tell us to evacuate if HALON is released? What will happen to me if I am in there when it goes off? What about the artifacts?" She decided to get answers. Working through her museum's Health & Safety Committee, a seminar was organized by enlisting knowledgeable speakers (no charge), publicizing and hosting the event. This is an example of what one registrar with a question & some energy can do to get answers & to share them with other people. What are you wondering about? Why not invite those who know to share the information with your museum neighbors? Tell us about it too! This is what our committee is all about.

.....submitted by Kittu Gates, Senior Registrar, The Fine Arts Museums of San Francisco

Meeting summary for the Northern California Registrars Committee - Western Region, Workshop and Meeting.

Northern California Registrars gathered in Stockton at the Haggin Museum on November 19. The agenda was arranged by Paulette Hennum and included a business meeting where a report was given of the RC-WR meeting held at the WMC. The meeting started with a report given regarding the work of the National Registrars Committee Task Force on Facility Reports. The committee is reaching a final version of a comprehensive facility report for standardized use by all museums in the U.S. Carl and Bill Allen of Allen Insurance Associates led an effective discussion about how Registrars can actively help keep insurance premiums lower. Risk management is heavily dependent upon how effectively a Registrar does his or her job. Highlights of the HALON seminar videotape (mentioned above) were shown. The meeting ended with a dazzling tour of the Haggin's exhibition, Impressions of the Near East: Orientalist Art of the 19th Century. Many thanks to the hostess for the meeting, Joanne Avant, Registrar, The Haggin Museum.



We want to acknowledge the generosity of those commercial enterprises providing us with their skills and expertise in handling, transporting and "babysitting" our artifacts. The support of some of these groups has been a major factor in keeping the Registrars Committee - Western Region active, informative & sane! Warm thanks to our most recent contributors.

Bryan Cooke of Cooke's Crating, Los Angeles
 Roy Pateman of Wingate & Johnston, Ltd., London, England
 Darren Brown of Treasure Finders, Inc., Torrance, California
 Rozell Overmire from San Francisco
 Gen Prlain from The Oakland Museum
 Kris Stevens from The Effie Tearu Nature Center, Carmichael, CA
 Suzanne Guerra and Jeanette Schulz from the California Dept. of Parks and Recreation
 Christine Hughes from Placer County Dept. of Museums in California

Following is a list of publications of interest to registrars or collection managers that have appeared since our summer newsletter. It is as comprehensive as possible and includes professional as well as popular literature. If you would like a copy of any of the articles, send a SASE to Sharon Slanovec, Asst. Registrar, Los Angeles County Museum of Art, 5905 Wilshire Blvd., L.A., CA 90036.

"General Progress in Automation of Chinese and Other Asian Materials: An Overview", by John H. Maier in Special Libraries, Summer 1987, pp. 184-189. Discussion of general technological progress in automated systems for oriental and other foreign languages using non-Arabic alphabets.

"Integrated Museum Databases and Office Automation" (editorial) in The International Journal of Museum Management and Curatorship, (1987), 6, pp. 115-120.

"Image Automation in Museums: The Canadian Museum of Civilization's Optical Disc Project" by Stephen Alsford and Frederick Granger, in The International Journal of Museum Management and Curatorship, (1987), 6, pp. 187-200.

"CWASS: A Response to the Smithsonian Institution's 'Statement of Problem' Document", by Rob Dixon, in The International Journal of Museum Management and Curatorship, (1987), 6, pp. 201-206. Advocates the STRIPPLE system.

"The Hermitage Museum's Packing Techniques for Paintings", by Alexei Vyacheslavovich Bryantsev, in Museum, vol. 37, no. 2, p. 123-124. Describes a crate/chest comprised of a set of standard wooden holders for packing several 2-D works together.

"Fixing Pictures into Mounts", by Paul Clarke, in The Artist, vol. 102, no. 10, pp. 23-24. Best methods for attaching pictures to mounts.

"How to Identify Prints" by Sue Welsh Reed, in Print Quarterly, June 1987, IV, no. 2, pp. 198-200. A book review.

"Care and Identification of 19th Century Photographic Prints", by Sharon Deveaux, in Museum Studies Journal, Spring-Summer 1987, pp. 62-63.

"Conservator's Corner: The Nature and Conservation of Paper", by Ruth-Ann Rohman and Daniela P. Moneta, in Masterkey (the journal of the Southwest Museum), vol. 61, no. 1, Spring 1987, pp. 27-28. A general introduction. Washing, preserving newsprint, acid transfer, encapsulation, etc.

"Moral Rights", by Dan Grant, in Arts & Artists, vol. 16, no. 2., p. 19. Report of hearings on amendments to Federal Copyright Act to provide moral rights and resale royalties.

"Copyright Law: Expert Testimony", by Tad Crawford, in Art & Artists, vol. 16, no. 2, p. 18. Testimony of an attorney on behalf of the Amer. Soc. of Magazine Photographers, the Graphic Artists Guild, and the Society of Illustrators at hearings concerning proposed amendments to Federal Copyright Act.

"Artists' Rights Breakthrough", by Barbara Pollack, in Art & Artists, vol. 16, no. 3, p. 16. First auction sale of an artwork with resale royalty agreement.

"Museology and Museum Studies Programs in the United States: Part One", by Carol Malt, in The International Journal of Museum Management and Curatorship, (1987), 6, pp. 165-172. History of museum studies programs in history, art history and science disciplines.

1987-1988 International Directory for Collectors, Art & Auction, July/August, 1987. Lists dealers, galleries, auction houses, art services, etc.

"Effects of Pollution on Deacidified Papers", Getty Conservation Institute Newsletter, II, no. 2. Current research being conducted by Getty with a Parisian conservation center.

"Effects of Photochemical Smog on Works of Art: Progress to Date", Getty Conservation Institute Newsletter, II, no. 1, Winter 1987, p. 6. Announcement of a study being done on the effects of photochemical smog on museum objects, e.g., fading.

"Pressure-Sensitive Tape and Techniques for Its Removal from Paper", by Merrily A. Smith, Norvell M.M. Jones, II, et al, in Journal of the American Institute for Conservation, vol. 23, no. 2, Spring 1984. As the title says. Technical.

"Silver Polishing Research", Getty Conservation Institute Newsletter, II, no. 1, Winter 1987, p. 7. Research to determine the least abrasive polishing system for removing tarnish from silver.

"Conservation Notes: Environmental Standards", by Norbert S. Baer and Paul N. Banks, in The International Journal of Museum Management and Curatorship, (1987), 6, pp. 207-209. Discusses generally agreed upon standards for museum air quality systems (RH, temperature, particulates, etc.). A consensus exists on what should be the standard, but methods recommended for achieving this vary widely.

"Security Survey: Report on Programs and Problems in Cultural/Historic Facilities", by Susan E. Schur, in Technology and Conservation, vol. 9, no. 2, pp. 18-21 ff. Results of survey concerning theft and vandalism. Covers guards, access, ID badges, keys, alarm systems, etc, etc.

"Update on U.S. Cultural Property Act", IFAREports, vol. 8, no. 4, June 1987, p. 6. El Salvador has requested U.S. to impose import restrictions on archaeological/ethnological artifacts.

"Inventorying Movable Cultural Property: National Museum Institute of Zaire", by Shaje Tshiluila, in Museum, no. 153, 1987, pp. 50-51. Describes status and system of registration in Zaire. Interesting but not much new or different.

"The Law of Museum Safety", by Douglas A. Johnston, in The International Journal of Museum Management and Curatorship, (1987), 6, pp. 143-154. Excellent article on museum liability for visitor safety, including from museum objects. Stresses the need for hazard inspections and care of the physical plant. Includes a hazards checklist.

"Liability Insurance for Artists", by Daniel Grant, in American Artist, vol. 51, pp. 66-67. Trend for artist to purchase liability coverage for artworks in public spaces; discusses idea of contract between artist and agency commissioning work to require artist to carry liability insurance.

New Museums: A Start-Up Guide, published for the Scottish Museums Council, includes sections dealing "with various management responsibilities, ways in which museums form and care for their collections, the ranges of services provided for museum users . . . aspects of museum operation from staff training to insurance, from security to 'teas and toilet facilities' . . . in a realistic, practical, straight-forward manner . . ."

/submitted by Renee Montgomery
Also...Computer Resource Guide for Nonprofits, Vol. I: Software Directory and Vol. II: Funding Source Directory, by the Public Management Institute

This will help both vendors and museum types understand the issue of software selection and funding.

RC-WR SERVICES

Forms Clearinghouse Samples of different registration forms from many museums can be obtained by sending a SASE to Susan Melton, Wight Art Gallery, UCLA, 2122 Dickson Art Center, 485 Hilgard Ave., L.A., CA 90024, (213) 825-3783. Deeds of gift, loan agreement, condition report, collection access and volunteer forms are only a few of the types of forms available.

Article Copies Included in each issue of the newsletter is a list of articles recently published on various registration topics. Xerox copies of any of these articles can be ordered by sending a SASE to Sharon Slanovec, Los Angeles County Art Museum, 5905 Wilshire Blvd., L.A., CA 90036, (213) 857-6062.

Back Issues of RC-WR Newsletters Carolyn Yee can provide back newsletter issues or copies of articles therein. An index of articles appeared in the September 1986 newsletter issue. An updated index will be printed periodically. Carolyn Yee, 6098 Holstein, Sacramento, CA 95822, (916) 391-3536.

Expertise Network About to conduct your museum's first inventory? Need some advice on how to proceed with the relocation of your collection? Martha Fulton-Stout can provide lists of registrars or collections managers who have been involved with these and other projects and would be willing to share the benefit of their expertise by phone or by letter. Lists of registrars experienced with deaccessioning, MAP II, labelling, storage renovation, etc, etc, are available. See Martha's address last page.

Clearinghouse of Info. on Museum Collection Management Computer Projects Available in 1988 will be detailed information concerning many different museums' computer systems utilized for acquisition and exhibition processing, inventory control, etc, etc. Contact Martha Fulton-Stout for further information.

RC-WR Travel Assistance Program A maximum grant of \$50 is offered to enable RC-WR members to attend a RC-WR meeting in his/her state or in a neighboring state. Contact Renee Montgomery for additional details (address last page).

Tape Lending Bank Cassette tapes of some of the sessions at the following national and regional meetings can be borrowed by contacting Louis Goldich. Send \$2 to cover postage. 1986 and 1987 AAM annual meeting, 1987 AASLH annual meeting, and 1987 WMC annual meeting. (See Louis' address last page.)

Basic Resource List All members should have received with their 1987 membership cards, a list of the fundamental books, journals, meetings and associations of aid to registrars or collection managers. Contact Louis Goldich if you failed to receive a copy.

