

RCWR NEWSLETTER

Spring 1990

A Publication of the Registrars Committee-Western Region

CONSERVATION AWARENESS: WORKING WITH MATERIALS IN YOUR COLLECTIONS

October 24, 1989
Phoenix, AZ

Speakers were invited to discuss 1) inherent vices of the materials, 2) handling of objects and 3) deterioration or "what to look for." The following three summaries are selected from the total of five presentations, which also included Wood, Metal and Ceramics.

"Keratins and Leather"

Speaker, Elizabeth Welsh, Conservator working in private practice

1) Protein materials do not like alkaline environments, humidity and heat. Antler and bone are not keratin materials but horn is keratin.

2) Bad handling, storage, insects and damaging treatments are the most dangerous for keratins and leather. In general, don't clean these materials. Keep them in neutral environs away from ammonia or detergents. Keep dry because many protein materials swell, stiffen and weaken when wet. Control relative humidity: 20% can dry and embrittle things, while 65-70% encourages the growth of mold and fungi. Spores can be inactive until a high enough humidity level is present. Dramatic changes in humidity can have irreparable effects, such as a split drum head. Watch out for photo floods and exhibit spots that create dangerous heat environments.

3) Insects to look out for are carpet beetles and clothes moths. Sulphur dioxide in the atmosphere leads to "red rot." Brass must be kept away from hide, because it leads to corrosion.

"Historic Textiles"

Speaker, Laraine Daly Jones, Conservator, Arizona Historical Society

1) Identification of textile materials by microscope is suggested. Wool shows overlapping scales, linen appears as rod-like bamboo, silk is a straight, clear rod, while cotton is a flat, twisted ribbon. Cellulose has expansion and contraction cycles with extremes of humidity, and is highly susceptible to mold and mildew. Silk fades easily, and is sometimes weighted with metallic salts. If metallic weighted, silks will split and turn into powdery residue. Be very cautious with handling, exhibiting and loaning.

2) The optimum environment for the storage of silks is 45% relative humidity, and 70° F. Pieces on exhibit should have a light level of 5 footcandles. Arizona Commission on the Arts has a weekly rental kit (\$15) for monitoring light and relative humidity. Do not use incandescent light within a case because of heat. Keep pieces covered from debilitating dust and pollutants.

When cleaning textiles with a vacuum cleaner, be sure to lay a flat piece of fiberglass screen, with bound edges, between the nozzle and the textile. Vacuum textiles in the direction of the warp. Don't drag the vacuum nozzle, but pick it up and down.

Mounted textiles require a buffer of a neutral material. When conservation supply budget is limited, washed white T-shirts,
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FROM THE CHAIR

Dear Fellow Members,

I am happy to announce and to welcome several new RC-WR appointments. Sarah Kennington, Registrar at the UCLA Museum of Cultural History, is your Southern California Representative; Suzanne Guerra, Curator in charge of the general collections at the California Department of Parks and Recreation, will represent Northern California; and Susan Roberts-Manganelli, Museum Registrar and Assistant Curator at Stanford Museum of Art, is Programs Coordinator for RC-WR at the Western Museums Conference annual meeting this fall in San Jose.

The preconference at WMC will deal with Disaster Resources and Preparedness as agreed by the membership at the last annual RC-WR meeting in Phoenix. As always, it will be open to all interested parties. If you have any concerns you would like addressed, please contact Suzanne Guerra, Susan Roberts-Manganelli, or Joe Wiley. The WMC annual meeting will focus on our Cultural Leadership.

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CONSERVATION

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surgical bandages, or quilt batting may be used. Always work in teams to minimize stress while lifting the textiles.

3) Watch out for corrosion products from fasteners. Be aware of potential damage from formaldehyde in press board. Lanolin, which keeps fiber soft and supple, is removed by solvent dry cleaning.

The final presentation addressed a conservation awareness issue that affects all materials in a collection: pest control. A very successful slide presentation was accompanied by a bibliography and time for questions.

"Pest Control"

Speaker, Nancy Odegaard, Conservator, Arizona State Museum

Some insects completely metamorphose, such as moths and beetles; others have stages of egg-nymph-adult, such as silverfish. Extensive slides of bugs and damage were shown, with two unusual ones in particular to watch out for: 1) firebrat, very common in Arizona, is like a cousin to silverfish and likes starches and cellulosic materials, and 2) oddbeetle, very tiny and dangerous, liking proteins and cellulose materials. Rodents can be more of a problem because they will eat any packing materials, storage materials or artifacts that will serve as nesting materials.

Integrated Pest Management (IPM) involves the following procedures: Check objects and storage on a regular basis. Keep susceptible artifacts off the floor. Check your rooflines for bird nests, which are a likely source for insects. Engage in periodic monitoring, including sticky traps for collecting and analyzing insect data. Be sure to record the data, not only put out the traps. Don't leave them out too long as the carcasses are bait for other pests. Vacuum cleaners should have disposable bags. Continue monitoring an area for infestation after it has been cleaned up.

Problems with pesticides are numerous. "Vikane" has the possibility of harming metals, film emulsions and proteins. Methyl bromide has lots of problems for leathers, furs and feathers. Ethylene oxide may

loosen adhesives and be off gassing for a long time. Dry cleaning removes finishes and residues. "Vapona" or "No-Pest" strips alter dyes and adhesives, and present a high human health risk. Naphthalene will corrode metals and recrystallize on specimens. Moth proofing can rub off on hands and effect texture and colors.

Freezing, in contrast, is easy, non-toxic, and effective, with no residuals. Yale libraries started testing the process of freezing books at -20°F for 48 hours in the mid 1970s. In the early 1980s herbarias were freezing specimens at -4°F for 48 hours, at the same time museums began freezing artifacts for the first time. The Arizona State Museum implemented freezing as a standard practice in 1984. Mary Lou Florian's 1986 article widely promoted the practice. [Florian, Mary-Lou E., 1978 Biodeterioration of Museum Objects. Museum Round-up. No. 72, Fall, pp. 35-43.]

Freezing can be done immediately when a pest problem is discovered. However, the object is "just as tasty" after freezing as before freezing, so the importance of monitoring cannot be overemphasized. Fast freezing is important to overcome coldhardiness, or the ability of the insect to withstand cold. Insects replace their water with alcohols and glycerines as temperatures drop (like antifreezing), but a quick drop in temperature cannot be accommodated. Insects are killed by a combination of dehydration and ice formation.

Place items to be frozen in plastic bags, squeezing out the air as much as possible before they are tied shut in order to reduce condensation problems. Don't freeze glass or metals, and wood and beadwork items need to be wrapped in cotton batting to absorb moisture. Watch out for painted canvases, veneers, musical instruments, composite objects and many types of adhesives.

Set aside a dry room for the freezing process. Be sure the room is away from the storage areas, has security protection and controlled access to the freezer. Avoid buying frost-free models, they have fans that carry warm air into the freezer. [For specifications see 1978 Refrigerator-Freezer Thermometers. Consumer Reports. 43:1, 30-31. Also: 1981 Freezers. Consumer Reports. 46:8, 462-446.] Lab or

FROM THE CHAIR

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Speaking of annual meetings; please send me any information or ideas you wish me to bring up in Chicago for the AAM meeting. Remember—I can only represent you if you communicate with your representative or with me.

I would like to draw your attention to the questionnaire in the last *RC Newsletter* (RC-AAM) on registration positions and pay scales. Please participate with your responses, we will all benefit.

Before I close, I thank our past hard-working representatives, Paulette Dunn Hennum and Kathleen Clewell for their devotion to the betterment of RC-WR. Needless to say, they are both still giving us much time toward our success. See you May 9-13 at the Chicago American Association of Museums Annual Meeting.

Sincerely,

Faye Jonason

commercial freezers are built with dials for recording temperatures, and there are also freezer cars and walk-in freezers. A freezer chest offers greater flexibility to the user. Temperatures should be monitored with thermometers such as "indoor-outdoor thermometers" or a thermocouple that operates with a probe. Remember that the artifact must reach freezing temperatures, not only the surrounding air.

ARIZONA STATE MUSEUM PROCEDURES FOR FREEZING ETHNOGRAPHIC COLLECTIONS

Nancy Odegaard, Museum Conservator,
Arizona State Museum

1. Infested object is bagged in a clear polyethylene bag (@ 3 or 4 mil). Objects or textiles are bagged individually when and where the infestation is discovered. In the Freezer Room, objects such as textiles and costumes are loosely arranged in their bags with minimal folding or compression. As much air as possible is then removed from the bag. The bag opening is securely closed with twisting and rubber bands.

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DATES AT A GLANCE!!

1990

April 16	Earthquake Mitigation Workshop	Oregon Museum of Natural History Oregon Museum of Art Eugene, Oregon
April 26	AAM Registrar Committee Election Deadline (Must be postmarked by April 26.)	
May 9-13	American Association of Museums Annual Meeting	Chicago Hilton & Towers Chicago, Illinois
June 10	Summer RC-WR Newsletter Deadline	

FROM YOUR EDITOR

Please let us hear from you. RC-WR originated in order to increase the communication between registrars in the western United States, and that communication works best when it works two ways.

The purpose of the Newsletter is to let you know what is developing professionally. But it is also important to keep in contact with each other on a personal basis. Have you discovered a great way to protect an object, or a new insurance wrinkle, or perhaps you'd like to share about your museum?

The Newsletter only serves half its purpose if the members do not feel free to participate. Do you have a question, do you need some help - let us know! It may be a long way in miles from southern California to southern Idaho but it is short when communications are open.

HELP YOUR NEWSLETTER HELP YOU - COMMUNICATE!

PLEASE REMEMBER

Louis Goldich has asked that all members PLEASE remember that Kathleen Clewell is the new treasurer and to PLEASE send all financial transactions to Kathy. (See officers page for Kathy's address.)

THANK YOU

RC-WR would like to thank West Coast Keating, Inc. of Los Angeles for its generous donation.

STIPEND REGRETS

We regret that we are unable to consider requests for travel stipends until the finance committee has formed the criteria for granting such monies. When this criteria has been determined it will be announced in the Newsletter.

POSITIONS

ASSOCIATE REGISTRAR: Seattle Art Museum seeks an Associate Registrar for assistance in all aspects of the registration of an 18,000 object collection including: accessions, loans, exhibit tours, conservation, and maintenance of ARGUS computerized collection system. Successful applicant will supervise two shipping assistants and will assist the Registrar responsible for managing the 1991 move of exhibits and storage collections to the new building. Qualifications: B.A. (art history preferred); 3-5 years experience as an Assistant Registrar with at least two years collection computerization and supervisory experience. Previous experience with collections relocation highly desirable. Must demonstrate excellent organizational skills. Salary: DOE. Application form available from Recep-

tionist (206/625-8900). Send cover letter, application form and resume to: Personnel Manager, SAM, 1400 E. Prospect, Seattle, WA 98112 by April 27, 1990.

REGISTRAR/ADMINISTRATIVE ASSISTANT: Full-time for upper level fine arts antique shop. Need outgoing, well-organized, versatile team player. Variety of duties include sales and customer liaison for owner. \$18,000-\$24,000. Send resume, including references, to: Executive Support Services, 110 Florence Ave., Mill Valley, CA 94941.

WAREHOUSE PERSON: Full-time for antique shop. Shipping, deliveries, assisting with auctions, shows, and display set-up. Outgoing, dependable, good driving record. Some travel included. \$16,000-\$24,900. Send resume, including references, to above Mill Valley address.

ASSOCIATE REGISTRAR: J. Paul Getty Museum full-time position. General Registrarial duties plus monitoring customs entry classifications, courier arrangements, insurance knowledge, submitting reports, and limited supervision of junior employees. Must have B.A. in art history or related field, and 2-5 years experience. Must have IBM PC proficiency, and a knowledge of languages is desirable. Position is immediately available, send resume to Director of Personnel, J. Paul Getty Museum, P.O. Box 2112, Santa Monica, CA 90406.

PROFESSIONAL DEVELOPMENT OPPORTUNITY

INFORMATION MANAGEMENT

Are you updating your museum collection documentation system? Are you considering computerizing your records? The Department of Museum Studies at John F. Kennedy University in San Francisco, offers a new course which will focus on systems analysis, planning, evaluation, and implementation of information management systems for museum registrars. Course participants will analyze and evaluate a collection management system in their own institution or from a list of identified institutions.

Prerequisite:

- Professional experience in a museum registration department, or
- JFK's Documentation of Collections course.

Faculty:

- Ted Greenberg, Registrar, Fine Arts Museums of San Francisco
- Marni Welch, Registrar, Judah L. Magnes Museum
- Plus experts from the field.

Cost:

- \$648 and a \$15 application fee.

Days/Times:

- Tuesdays, 7:00-10:00 pm, June 26-August 28.

For more information, write or call: Department of Museum Studies, JFK University, 1500 16th Street, San Francisco, CA 94103 (415/552-3105).

PROCEDURES FOR FREEZING

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2. Freezer Room temperature is recorded after viewing a thermohygrometer on wall and the freezer interior temperature is recorded after viewing a remote thermometer mounted outside the freezer. The date and time are also recorded.

3. When the freezer is opened the interior thermometer (a high rated freezer shelf thermometer) is viewed and this temperature is recorded.

4. Bagged objects are placed in the freezer with enough room around them as possible to allow even air circulation. When possible, the freezer baskets are used (for smaller objects). Too many artifacts tend to keep the interior temperature from reaching the necessary low for an insect kill rapidly enough. The catalog number and object name are recorded on the record sheet.

5. Objects are left in the freezer at -2°F to -4°F for at least 48 hours. Florian recommends -20°C or -4°F as a minimum.

6. The temperature surrounding the insects should reach 32°F within four hours. This temperature is recorded by careful placement of 1) the indoor/outdoor thermometer probe, 2) the thermocouple probe or 3) a thermograph probe.

7. Prior to removal of the objects from the freezer, the Freezer Room temperature is recorded and the freezer interior temperature are recorded. The date and time that the object is removed is also recorded.

8. It is recommended by Florian that the object slowly thaw (brought to 32°F). This can be accomplished by 1) turning the freezer temperature control from cold to warm or 2) by placing the objects in a refrigerator for an additional day. In any case, the polyethylene bags are not opened until the object has thawed because condensation usually forms on the exterior of the bag.

9. The object is examined on tables in the Freezer Room. If there is any doubt about achieving a total kill, the freeze-thaw process is repeated. During examination, a record is made of the types of insect evidence found with the object and the degree and location of the activity. The object is then vacuumed to remove the insect frass, eggs, larvae, webbing and adults. The date of this examination/vacuuming is also recorded.

10. If possible the object is returned to storage in a polyethylene bag as freezing will kill insects but will not repel or prevent a reinfestation.

SELECTED REFERENCES ON PEST CONTROL

Consumer Reports

1978 Refrigerator-Freezer Thermometers. Consumer Reports. 43:1, 30-31.

1981 Freezers. Consumer Reports. 46:8, 462-464.

Florian, Mary-Lou E.

1978 Biodeterioration of Museum Objects. Museum Round-up. No. 72, Fall, pp. 35-43.

1986 The Freezing Process: Effects on Insects and Artifact Materials. Leather Conservation News. 3:1, 1-13, 17.

1987 The Effect on Artifact Materials of the Fumigant Ethylene Oxide and Freezing Used in Insect Control. Ethnographic Materials Symposium of the ICOM Committee for Conservation. pp. 199-208.

Jessup, Wendy Claire

1989 Pest Management Notes: Establishing a Pest Monitoring Program for Museums. Oklahoma Field Advisory Service; Technical Bulletin No. 1 Muse News. 19:3, 5-6.

In Press. Biological Infestations chapter in Museum Collections Revised Part I. National Park Service Museum Handbook.

Odegaard, Nancy

1988 Suggestions for Setting Up a Freezing Program to Eradicate Insect Infestations in Museum Collections. Preprints of the AAM Annual Meeting - Pittsburgh. pp. 36-39.

Rutherford, Lorraine

1987 Cryobibliotherapy. New Library Scene. 6:3, 1, 5-9.

Zycherman, Lynda and J. R. Schrock

1988 A Guide to Museum Pest Control. Washington DC: Foundation of American Institute of Conservation and Association for Systematic Collections.

REPORTS FROM OUR NINE STATES

ARIZONA

Ellen Lomonaco in Tucson has developed a consulting company titled *Arts & Artifacts*. Her consulting services offer documentation, acquisition, display/exhibit advice, storage advice, as well as conservation and restoration referrals. Her address is: P.O. Box 64834, Tucson, Arizona 85740, (602/299-3637).

Ken Little at the University of Arizona reports some new experiences as a courier. After a 7 hour wait at the U.S./Mexican boarder, he received a shipment of paintings that were released 5 minutes before closing at 8:00 p.m.! The paintings were on exhibit at the university, followed by an exhibit at The Heard Museum in March.

Plans are underway for a half-day October seminar sponsored by the RC-WR AZ in Tucson. The topic, *Innovative and Inexpensive Solutions to Collections Storage and Moving*, should have wide appeal. With apologies to the film industry one suggested title for the event is "Sex, Lies, and Storage Units."

HAWAII

Both RC-WR representatives, Debbie Dunn and Janet Ness, have been busy with preliminary plans for disaster planning workshops. These workshops will be sponsored by the Hawaii Museum Association. Debbie and Janet plan to draw on the expertise of RC-WR members as the project continues and grows throughout the state.

IDAHO

Congratulations to the RC-WR secretary Jody Hawley who is getting married on April 21, her new name will be Jody Hawley-Ochoa.

The Idaho State Historical Societies computerized collections management program is scheduled to go on-line this summer.

Glenda King, Archaeology Curator, ISHS, attended the National Park Service "Conservation in Field Archaeology" March workshop in Tucson.

Dorothy Dahlgren, Museum of North Idaho, went through Map II this winter.

Phyllis Morgret is preparing for an IMS Conservation Survey. As with everybody else in the state, most Idaho RC-WR members are currently engulfed in various activities for the 1990 Idaho Centennial. If you are traveling to Idaho this year, send for a copy of the Idaho Association of Museums brochure "Discover Idaho's Museums." (Contact RC-WR Secretary Jody Hawley-Ochoa.)

OREGON

The Oregon Museums Association is preparing for a Hands-on Earthquake Mitigation Workshop on Monday April 16, 9:00 am - 5:00 pm at the University of Oregon Museum of Natural History and the University of Oregon Museum of Art in Eugene. Ray Weldon, Assistant Professor of Geology at the University of Oregon will speak on seismic background and why people of the Northwest should be concerned. Kittu Gates, Chief Registrar, Fine Arts Museums of San Francisco will present first hand accounts of what worked, didn't work, and what she would recommend. (Contact RC-WR Representative Lawrence Fong for registration information.)

NORTHERN CALIFORNIA

Marilyn O'Keeffe is the new Senior Registrar at the Asian Art Museum of San Francisco. She begins May 18.

SOUTHERN CALIFORNIA

RC-WR Southern California is sponsoring a roundtable discussion on disaster preparedness. The purpose is to encourage participants to develop and foster in-house plans, as well as discussing the future of disaster response networking. A committee is needed to assist Joe Wiley, Walt Disney Imagineering, in developing a Disaster Planning Organization. The roundtable will begin at 9:00 am on April 6 at the UCLA Fowler Museum of Cultural History.

(Editor's note: Since the roundtable will occur before this NEWSLETTER is published, we look forward to the report that Sarah has promised to send for the next issue!)

NEW READS

The following is a list of literature on registration topics. If you would like to receive a xerox of any of these articles, please send a self-addressed stamped envelope to Sheri Saperstein, Registrar's Office, Los Angeles County Museum of Art, 5905 Wilshire Blvd., Los Angeles, CA 90036. If there are any topics which interest you, please let me know and I will try to cover them in the next issue.

COLLECTIONS MANAGEMENT

"Optimal Management of Archeological Collections" Peter Bleed and Robert Nickel. *Curator*, Vol. 32, No. 1, March 1989, pp. 26-33. Introduces curatorial, packing and storage issues.

"Preventive Conservation Training for Anthropological Museum Professionals" Barbara F. Slivac. *The International Journal of Museum Management and Curatorship*, Vol. 7, No. 4, December 1988, pp. 365-374. Defines the responsibilities required for "Collections care", and describes the development of a curriculum which successfully provides training for anthropological museum professionals in the "unique nature of anthropological collections; the composition and condition of anthropological artifacts; environmental conditions within the museum; problems of storage; the use of collections in exhibition; and the documentation concerns of collections management."

COMPUTERIZATION

"Computers I: The ABCs of Computing" David Vance. *The International Journal of Museum Management and Curatorship*, Vol. 7, No. 4, December 1988, pp. 389-391. A brief description of alphabetical and numerical computer sorting methods.

"The SWAP Project: Building a Museum Database from the Bottom Up" Robert A. Baron. *The International Journal of Museum Management and Curatorship*, Vol. 8, No.1, March 1989, pp. 11-32. Outlines the development of a database for a small museum which demonstrated "how an inhospitable environment of old inconsistent paper records yielded easily to simple database techniques, and how a complex and varied collection could be catalogued and indexed quickly, efficiently and inexpensively."

"A Model for Computerization of Museum Collections" Lisa M. Kamisher. *The International Journal of Museum Management and Curatorship*, Vol. 8, No. 1, March 1989, pp. 45-56. Covers the issues and stages of museum computerization.

"Data Entry: The 'Bugaboo' of Museum Computerization" Karol A. Schmiegel. *The International Journal of Museum Management and Curatorship*, Vol. 8, No. 1, March 1989, pp. 57-62. Covers techniques for data entry of museum records.

CONSERVATION

"Consider the Potential Liability of Failing to Conserve Collections" Alan D. Ullberg and Robert C. Lind Jr. *Museum News* Vol. 68, No. 1, January/February 1989, pp. 32-33. Discusses how a museum's failure to exercise "due care and fiduciary responsibility" in the maintenance of its collection could result in lawsuit.

"Considerations in the Acquisition and Care of Oversized Contemporary Drawings" Paul Volent. *Drawing*, Vol. XI, No. 2, July-August 1989, pp. 30-34. Covers matting and framing, exhibition and storage of contemporary oversized drawings.

"Damaged Giltwood: A Change in Ethics" Brian Considine. *Apollo* Vol. CXXX, No. 333, November 1989, pp. 312-320. On the connoisseurship and correct conservation of giltwood objects.

DEACCESSIONING

"Deaccessioning in American Museums: I" Stephen E. Weil and **"Deaccessioning in American Museums: II, Some Thoughts for England"** Michael Conforti. *Apollo* August 1989, pp. 77-86. Perspectives on the practice of deaccessioning in American Museums and its implications for English museums by the Deputy Director of the Smithsonian's Hirshhorn Museum and Sculpture Garden and the Chief Curator of the Minneapolis Institute of Arts.

"The Dangers Behind De-Accession" Anthony Thorncroft. *Weekend Financial Times*, October 14, 1989. A British perspective on deaccessioning and its applicability for British collections.

"Destroying Works of Art" James O. Young. *The Journal of Aesthetics and Art Criticism*, Vol. 47, No. 4, Fall 1989, pp. 367-373. On the ethical implications of destroying works of art.

"Boom or Bust? A Cold Look at a Hot Art Market" Daniel Lazare. *Art & Antiques*, October 1989. Examines the many factors contributing to the current boom in art values.

MISCELLANEOUS

"How to Protect Yourself From Not-So-Permanent Loans" Marie C. Malaro. *Museum News*, September/October 1989. Describes the legal implications of vague loan arrangements and the importance of maintaining precise loan agreements.

"Legal I: Dealing with Stolen Property and Unfulfilled Pledges" Douglas A. Johnston. *The International Journal of Museum Management and Curatorship*, Vol. 7, No. 4, December 1988, pp. 394-396. A briefing on the legal implications of unfulfilled pledges, the acquisition of stolen work and the use of stolen funds. also touches on the importance of adequate documentation.

"Public Access to Museum Information: Pressures and Policies" Deirdre C. Stam. *Curator*, Vol. 32, No. 3, September 1989, pp. 190-198. Discusses issues related to information management.

"Museums and the French State" Philip Wright. *Museums Journal*, August 1989, pp. 23-32. A useful overview of French museums and galleries -- their administration, funding and curatorship.

BY-LAWS REGISTRARS COMMITTEE - WESTERN REGION OF THE AMERICAN ASSOCIATION OF MUSEUMS

As AMENDED November 2, 1988

ARTICLE I. NAME

This committee is affiliated with the national Registrars Committee of the American Association of Museums (RC-AAM) and shall be known as Registrars Committee - Western Region (RC-WR).

ARTICLE II. OBJECTIVES

The RC-WR shall cooperate with the RC-AAM in giving assistance to the AAM in all areas that support and promote high standards of professionalism in the education and performance of museum registrars. The RC-WR has a special concern to contact personnel from all museums within the Western Region and to involve them in its activities. Committee activities shall include, but not be limited to, preparing programs and seminars of special interest to registrars for the annual meeting of the Western Museums Conference of the AAM (WMC), publishing a regional newsletter, and in general initiating or supporting local activities and projects that help to create an atmosphere among registrars, between registrars and other museum professionals, and between registrars and professionals in related service fields.

ARTICLE III. MEMBERSHIP

Section 1. Types. There shall be two types of membership: Voting and Non-Voting.

Section 2. Voting. Voting membership shall be open to those professionals desiring to support the objectives of the RC-WR and are associated with non-profit organizations who reside in the Western Region, (composed of the following states: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah,

Washington) such as Registrars, Collection Managers, Conservators, Curators, Students, Volunteers, Retirees, etc.

Voting members shall enjoy all rights and privileges except that no voting member may hold an elective office in the RC-WR who is not also an Individual Member of the RC-AAM and of the WMC. Voting members shall receive the NEWSLETTER, announcements from the Regional Chairperson, notices from their State Representative, task force reports, other written materials as available, are invited to attend local and regional meetings, and may participate in meetings, seminars, etc.

Section 3. Non-Voting. Non-voting Membership shall be open to professionals associated with a for-profit organization, such as shipping companies, custom brokers, insurance firms, suppliers of materials and services, etc., and for employees of non-profit organizations who live outside the Western Region and are interested in supporting and participating in the RC-WR's activities. Non-voting Members shall receive all benefits of a Voting Member, except they shall not be eligible to vote.

Section 4. Dues. Each type of member must submit annual dues in the amount of \$10.00. Annual dues shall be due and payable to the Treasurer on January 1 of each calendar year and shall be considered in arrears if not paid by February 1. The Treasurer shall invoice members for annual dues 30 days in advance of January 1. A change in the amount of dues may be proposed by the elected officers on the RC-WR and becomes effective when ratified by two-thirds of the voting members in the same manner as amendments to these by-laws prescribed in Article VI.

ARTICLE IV. OFFICERS

Section 1. Elected and Appointed. There shall be three elected officers consisting of a Regional Chairperson, a Secretary, and a Treasurer, and three appointed officers consisting of a Newsletter Editor, Development Officer, and a Program Chairperson.

Section 2. Terms. All officers shall serve for a term of two years each, except the Program Chairperson, who shall serve for one year. No officer shall serve more than two consecutive terms in any one office. The term of elected officers shall begin at the close of the annual business meeting at which their election is announced. The term of appointed officers shall begin on the date of acceptance of appointment.

Section 3. Eligibility. Only Voting Members of the RC-WR, who are also Individual Members of the RC-AAM and the WMC and who are not members of the RC-WR Nominating Committee shall be eligible for RC-WR elective office.

RC-WR appointive offices may be filled by any Voting Member.

Section 4. Nominating Committee. Candidates for the RC-WR elective offices shall be selected by a three-person Nominating Committee appointed by the current RC-WR elected officers. The members of the Nominating Committee should, when possible, represent different museum or institutional disciplines, and should not be from the same local area.

Section 5. Nominations. The Nominating Committee shall present a slate consisting of at least two candidates for each office and shall obtain the consent of each candidate and reasonable assurance of his/her ability to attend national and regional meetings before including his/her name.

Section 6. Write-Ins. The membership may make additions to the list of nominees by collecting three signatures of Voting Members in support of a write-in candidate and the consent of the individual so nominated. The supporting signatures and a separate statement about the candidate must be received by the Nominating Committee at least 90 days before the annual business meeting.

Section 7. Ballot by Mail. Elections of officers shall be by written ballot, and shall be held every two years. Ballots will be prepared and mailed to the membership by the Nominating Committee at least 60 days before the annual business meeting of an election year. To be valid, ballots must be returned to the Nominating Committee Chairperson and must be post-marked at least 30 days before the annual business meeting, unless a specific date by which they must be returned is clearly stated on the face of the ballot. Ballots must be tallied by the Nominating Committee, which shall submit ballots and tallies to the Secretary for verification. Election to office shall be by simple majority. The results will be announced at the annual business meeting.

Section 8. Duties. The duties of the Regional Chairperson shall be to serve on the Executive Board of the RC-AAM and the Board of Directors of the WMC, to preside at all meetings of the RC-WR, to prepare a written agenda for all meetings, to prepare an annual report for presentation at the annual business meeting, to submit an annual budget for consideration and approval at the annual business meeting, to appoint a Newsletter Editor, Development Officer, and Program Chairperson and to appoint, in consultation with the other officers, state representatives, and such other temporary chairpersons and task force personnel as may be necessary to conduct the activities of the RC-WR. In the absence of the Regional Chairperson at any regional meeting, the members shall choose a Chairperson Pro Tem to

preside.

The duties of the Secretary shall be to record the minutes of all regional meetings and to provide a copy of these minutes to the Newsletter Editor for inclusion in the NEWSLETTER, to keep a permanent file of the important correspondence and records of the RC-WR, to maintain the results of the Member Survey including the Expertise List, and to validate results in the election of officers.

Duties of the Treasurer shall be to maintain the accounts of the RC-WR funds, to be responsible for all receipts and disbursements of RC-WR monies, to prepare a financial statement for presentation at the annual business meeting, to assist the Regional Chairperson in preparation of an annual budget, to maintain the membership list, to make the membership list available for mailings, to invoice members for annual dues, and to notify members of dues in arrears.

Necessary and ordinary expenses incurred by RC-WR officers and members in the performance of their duties to the RC-WR shall be considered for reimbursement by the Treasurer from RC-WR funds as provided for in the annual budget.

The duties of the Newsletter Editor shall be to prepare and distribute a regional newsletter which should include notices of the annual business meeting and other activities relevant to registrars, communications from the officers and members, reports on the decisions and activities of the RC-WR and RC-AAM, and other items of interest to registrars.

Duties of the Development Officer shall be to solicit contributions or underwriting of special activities as requested by the Chairperson, to work with the Treasurer in acknowledging all contributions, to encourage commercial services, vendors, and other professionals in for-profit businesses to become Non-Voting Members, and to suggest to Non-Voting Members ways in which they can participate or benefit from their membership in the RC-WR.

The duties of the Program Chairperson shall be to develop (in consultation with the Regional Chairperson) programs, projects, seminars, etc., of special interest to registrars for the annual meeting of the WMC.

All officers shall have their files in order and ready to pass along to the new officers at the annual business meeting at which the election of new officers is announced.

Duties of each officer shall also include other responsibilities as specified in these by-laws or as assigned.

Section 9. Incomplete Term. If an elected officer cannot complete a term of office, the remainder of the term shall be completed by the next runner-up in the election. If the next runner-up is not available to serve, the last appointed Nominating Committee shall provide a slate of at

least two candidates for the vacant office and a special ballot-by-mail election shall be held with all due expedition.

If an appointed individual cannot complete a term of office the appointing officer shall choose a replacement for the remainder of the term.

ARTICLE V. MEETINGS

Section 1. Annual and Special. There shall be an annual business meeting for the presentation of a budget, reports from officers and committees, review of the year's business, introduction of new officers, and such other business as may be necessary. This shall be held during the annual meeting of the WMC. Other meetings may be called by the Regional Chairperson to deal with special business of importance to the membership. The minutes of such meetings shall be promptly distributed to the membership by the Secretary.

Section 2. Topics and Agenda. Topics for consideration at the annual business meeting shall be submitted in writing to the Regional Chairperson at least 60 days in advance of the meeting. An agenda for this meeting shall be prepared by the Regional Chairperson and distributed to all members at the annual business meeting.

Section 3. Orderly Meetings. The parliamentary procedures contained in the current edition of *Robert's Rules of Order Newly Revised* shall assist in establishing and maintain the orderly procedures by which meetings are governed in all cases where such rules are not inconsistent with these by-laws or any special rules of order which the RC-WR may adopt.

ARTICLE VI. AMENDMENTS

Section 1. At Annual Meeting. These by-laws may be amended at any annual business meeting by a resolution of at least two-thirds provided that such amendments shall have been submitted in writing to the Secretary by five members in good standing no less than 90 days prior to the annual business meeting, and shall have been distributed to the membership no less than four weeks prior to the annual business meeting by the Secretary.

Section 2. By Mail. These by-laws may be amended by mail provided such amendments shall have been submitted in writing to the Secretary by five members in good standing, that the proposed amendments are mailed to the membership by the Secretary with a ballot indicating a specific date by which the ballot must be returned, and that 60% of the membership approves the amendment.

Martha S. Fulton
Secretary, RC-WR
7 July 1989

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