

Silver Falls State Park Archives Project



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Preservation Plan for SFSP Archives

Preservation

Security

Accessibilty

=

Collecting

Interpreting

Exhibiting



OPRD's Mission Statement

The mission of the Parks and Recreation Department is to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.



Administrative Mitigation

OPRD Mission & SFSP Mission

Needs Assessment (long range vision)

Identify alliances and partnerships

Archival Best Practices

American Association of Museums Code of Ethics

Develop collections management policy

Prioritize!

Needs Assessment Survey

Determine condition of archival information package (as is).

Consider:

Environment

Storage

Security & Access

Housekeeping

Conservation treatment

Hazards

Archival Best Practices

Preventative Preservation

Remedial Preservation

Assess

Risk factors: storage, use/handling, vandalism, theft

Portions of collection with greatest enduring value

Availability of resources

Interpretive Staff, volunteers (Friends)

technical expertise, financial resources

Intellectual value

Political issues

Preventative Preservation

Ensures longest possible useful life

Cost effective

Preventative Preservation : Healthy Archives

Preventative Health : Well Bodies & Minds



Remedial Preservation

Labor intensive, highly skilled*, specialized tools

Deacidification

Reformatting

microfilm

photocopying

digitization

Conservation treatment

*trained volunteers may work on high use/circulating materials, but not those of enduring value



Prioritizing

Criteria:

1) impact

To what extent will implementing a specific action improve preservation of the collection?

2) feasibility (time & resources)

3) urgency (status of deterioration)

Implementation

*Feasibility

*Impact

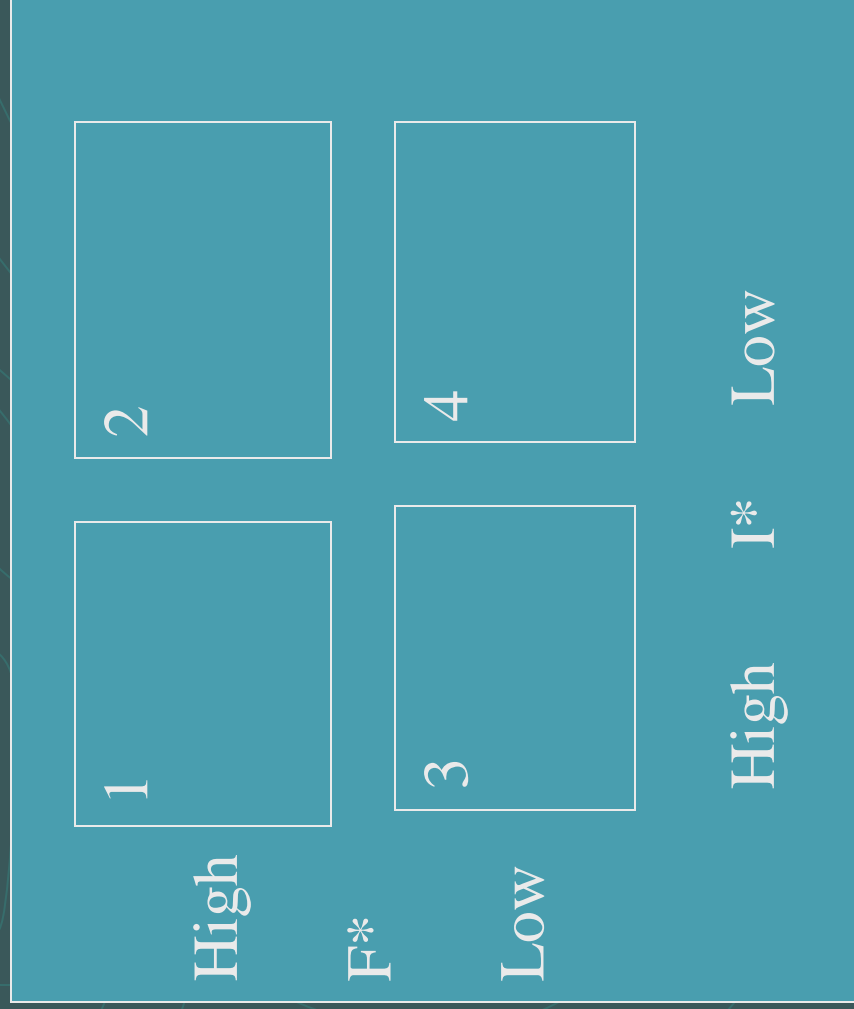


Figure 1

Implementation model
adapted from Pamela
Darling at Northeast
Document
Conservation Center
www.nedcc.org

Other factors for prioritization:

Expected use

Housing (environment vs. risk)

Vulnerability

Value

Form & function



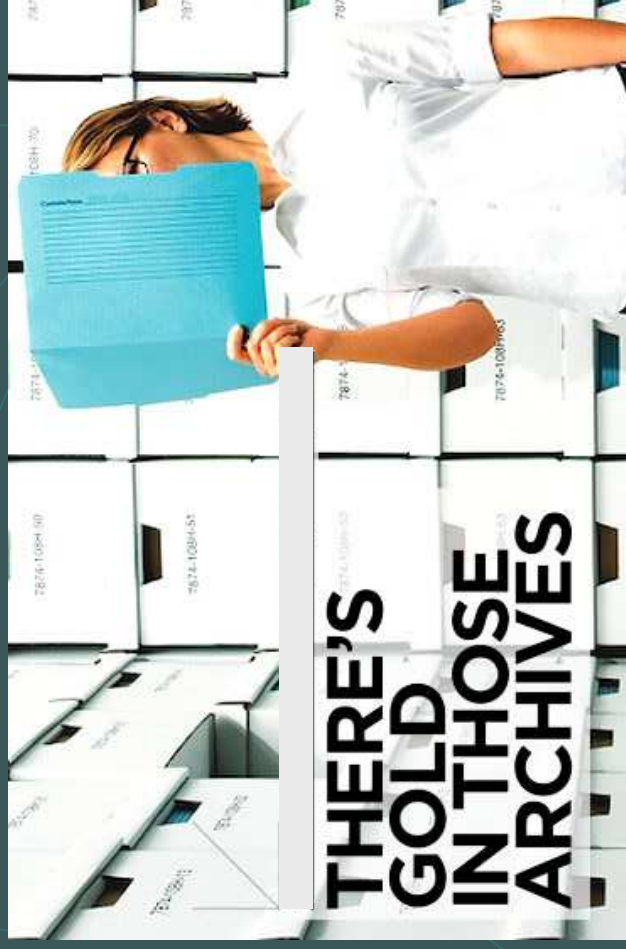
Collection Management Policy

Scope

Outward looking (open to partnerships)

Acquisitions

Deaccessioning



Object Level Mitigation

Storage Enclosures for Books & Artifacts on Paper

Storage Enclosures for Photographic Materials

“The Naughty List”

Metal clips

3 ring binders

Rubber bands

Acidic materials

Non-archival tape (Scotch, etc.)

Plasticizers

Additives

PVC/vinyl



Storage Enclosures for Books & Artifacts on Paper

Chemical stability (acid free)

Alkaline buffer (calcium carbonate)

Molecular traps and sieves (display cases)

pH

Durability

ANSI standards

Plastics



Storage Enclosures for Photographic Materials

Paper

Acid free (lignin = acid)

Cotton, linen; neutral or buffered

Paper envelopes, folders

*Vertical files must be adequately supported.

vs.

Plastic

The 3 P's:

Polyester (most rigid)

Polypropylene

Polyethylene (least rigid)

Dis/Advantages

No visibility (Opaque)

Cheap

May be used in combination with plastic.

Visibility

Melt

Sweat (ferrotyping)

Expensive

Digital Holdings

Physical inventory list

Vendor choice

Catalogue training

*see Preservation Plan Model for
Archives at SFSP



http://www.museumsoftware.com/features_pp4.htm

Resources

Society of American Archivists (SAA)

Standards for Archival Description: A Handbook

<http://www.archivists.org/catalog/stds99/index.html>

National Archives & Records Administration

www.archives.gov/

Oregon Secretary of State Archives Division

<http://arcweb.sos.state.or.us>

National Park System Museum Management Program

www.nps.gov/history/museum

American National Standards Institute

www.ansi.org