

**APPENDIX TWO**  
**THE ILLINOIS COLLECTIONS PRESERVATION NETWORK:**  
**A STATEWIDE NETWORK AND PRESERVATION PLAN FOR ILLINOIS**

**July, 2010; Revised November 2010**

**INTRODUCTION**

In 2010, the libraries, archives, and museums of the state of Illinois established the *Illinois Collections Preservation Network* (ICPN), a statewide network and preservation plan dedicated to the preservation of the rich and varied cultural and natural heritage represented in the many collections-holding institutions in Illinois. This effort was supported by an Institute of Museum and Library Services (IMLS) *Connecting to Collections: Statewide Planning Grant*. This plan is based on the results of a survey of collections-holding institutions and four meetings on critical preservation topics with stakeholders from around the state. These statewide stakeholders represented not only governmental organizations and large public and private institutions, but also small and mid-sized collections-holding organizations from throughout the state. The meetings, held in different locations throughout the state and also offered by videoconference for widest participation, were focused around the four themes of: 1) providing tools and assessing needs for improving conditions and collections care in the state; 2) disaster planning, training, and cooperative response; 3) building public preservation awareness through training and programming; and 4) integrating existing preservation grants and projects for statewide perspective and benefit. This project resulted in the development of a sustainable preservation plan, network, and program in a state not currently covered by regional preservation service providers. The survey and meetings gathered statewide input on preservation needs and priorities and provided the basis for the development of this comprehensive statewide collections preservation plan and communication network to implement the recommendations of *The Heritage Health Index Report on the State of America's Collections* (Heritage Preservation 2005).

**ICPN STEERING COMMITTEE**

Thirteen institutions, representing museums, libraries, archives, and service providers, have made commitments to serve on the ICPN Steering Committee. All of these individuals and institutions participated in the IMLS *Connecting to Collections* planning grant project. The members of the Steering Committee are:

- Dr. Bonnie Styles, Director, Illinois State Museum, Springfield with assistance from Pat Burg, Museum Librarian;
- Jennifer Hain Teper, Head of Conservation, University Library, University of Illinois at Urbana-Champaign (UIUC);
- Christa Deacy-Quinn, Collection Manager, Spurlock Museum, University of Illinois at Urbana-Champaign (UIUC);
- Anne Craig, Director, Illinois State Library, Springfield with assistance from Pat Norris, Karen Egan, Alyce Scott, Rosalie Pecoraro, Illinois State Library, Springfield;
- David Joens, Director, Illinois State Archives, Springfield;
- Patricia Miller, Director, Illinois Heritage Association, Champaign;

- Sharon Welton, Director, Campbell Center for Historic Preservation Studies, Mount Carroll;
- Kathryn Harris, Library Services Director, and Bonnie Parr, Conservator, Abraham Lincoln Presidential Library and Museum, Springfield;
- Sherry Byrne, Preservation Librarian, University of Chicago Library;
- Dennis Danowski, Director, Macomb Public Library;
- Lesa Dowd, Conservator, Chicago Public Library;
- Kristan H. McKinsey, Vice President of Collections and Exhibitions, and Laura R. Gharst, Collections Manager, Lakeview Museum of Arts and Sciences, Peoria; and
- Julie Mosbo, Preservation Librarian, Morris Library, Southern Illinois University at Carbondale.

There is a great commitment among current administrators and preservation professionals in Illinois institutions to create and sustain the ICPN network and share ICPN resources statewide. The founders on the steering committee and their institutions have demonstrated their commitment to the future of this program for the preservation of Illinois cultural and natural heritage collections.

### **PARTNERS**

To implement this plan, the Steering Committee will enlist the help of additional partners including faculty and students from universities with museum, library, or archives conservation programs, the Illinois Humanities Council, statewide and regional first-line responders, and professional organizations. The Illinois Humanities Council has already joined the team and subsidized emergency training and workshops during the course of the planning grant. The Illinois Association of Museums and other professional associations helped spread the word about the project and the survey during the planning phase.

We will continue our partnership with Illinois State Library Regional System so we can continue to benefit from their expertise and use their highly effective existing system of physical and digital networks, including their regional training and videoconferencing facilities. Given the large size of the state and the express desires of collecting institutions, we plan to deliver training programs and site visits regionally, and will also share them across the state through videoconferencing, the project website, and DVDs. The regions approximate those defined by the Illinois State Library Regional System, the Illinois Regional Archival Depositories, and the Illinois Association of Museums.

### **MEMBERS**

We will encourage all collections-holding institutions to become members of the ICPN so they can take advantage of the ICPN Members Listserv, access all the tools on the ICPN website, participate in training programs, and help us further the ICPN's mission and goals.

## **MISSION**

The mission of the ICPN is to ensure the long-term preservation of museum, library, and archival collections in Illinois that document cultural and natural heritage for the education and enrichment of future generations.

## **GOALS**

The goals of the ICPN are to:

- Increase awareness of the importance of collections for the preservation and interpretation of our cultural and natural heritage.
- Provide and promote a broad program of education and training in preservation.
- Initiate, encourage, and enhance preservation programs and activities in all Illinois collections holding institutions.
- Create an infrastructure and network to facilitate and sustain cooperative and coordinated preservation efforts of the ICPN.
- Facilitate intelligent collections planning to target high priority needs and safeguard collections and test the efficacy of the plans.
- Facilitate access to current online information on collections care, planning, training, cooperative response for emergencies, and funding opportunities for collections-holding institutions.

## **ASSESSMENT OF PRESERVATION NEEDS**

This plan is based on the results of the *Illinois Connecting to Collections* survey of the needs and desires of collections-holding institutions and four meetings on critical preservation topics with stakeholders from around the state. A summary of the results of our survey is attached ([IllinoisSurveySummary\\_07312010.pdf](#)). Many different types of collections-holding institutions participated in the survey, including libraries (53%), museums (25%), historic houses/sites (13%), historical societies (6%), archives (5%), and other collections institutions such as a natural history survey, archaeological research organizations, planetarium, and zoos. Nonprofits (33%) and entities of local and municipal governments (24%) constituted the greatest percentage, but the sample also included state government, private college, state university, for profit organizations, and federal entities. Our sample included a good representation of small and large institutions with annual operating budgets showing a normal distribution from less than \$10,000 to over \$10 million.

The survey results confirmed that there is a great need for preservation funding, training, and resources throughout all types and sizes of collecting institutions in Illinois. Some of the highlights of the survey are:

- 39% of respondents have not had a general conditions survey.
- 30% of respondents do not have adequate temperature control.
- 42% of respondents do not have adequate humidity control.
- 34% of respondents do not have adequate light control.
- 39% have not had a survey of the general condition of the collections.
- 28% of respondents do not have offsite storage for records.
- 37% of respondents do not have a disaster plan.

- 58% of respondents do not have emergency or disaster training.
- 43% of respondents do not have dedicated emergency supplies.
- 59% of respondents do not have a long-range conservation plan.
- All types of collections are at risk: books, photographs, art, ethnographic material, digital material, archaeological material, natural history specimens, and living collections.
- 73% of respondents have digital content, but 48% of respondents do not have a mission to preserve this content.
- The greatest needs identified by respondents are for long range conservation plans, surveys/assessments of collections, staff training, conservation treatments, and emergency/disaster plans.
- 30% of respondents indicate that no staff member has conservation responsibilities.
- 66% of respondents say no funds are allocated for conservation.
- 62% of respondents have not applied for a grant in the last 3 years mostly because of lack of time and expertise, lack of familiarity with funding sources, and insufficient planning.
- The most useful forms of assistance identified by respondents are emergency response training, conservation planning, general needs assessments and condition surveys, collections care workshops, and disaster planning.
- 76% of respondents would prefer one-day in-person training workshops.
- 63% of respondents want site visits.
- 50% of respondents want access to educational websites.

Four regional meetings conducted for the *Illinois Connecting to Collections* project further explored important topics of Assessing Environmental Conditions and Collections Care, Disaster Planning and Response, Building Public and Professional Awareness, and Future Preservation Efforts. The dialog at these meetings informed this plan. The meetings successfully engaged representatives from collecting institutions. An average of 35 people participated in each meeting and about seven videoconferencing sites were used for each meeting. The meetings created a dialogue between the planning grant partners and staff of collecting institutions and helped us further assess needs and desires. The dialogue at the meetings confirmed many of the results of the survey. Discussions ranged from how to set up a low-cost, sustainable statewide preservation program to more elaborate ideas that would require substantial funding to sustain.

The ICPN and statewide plan specifically address the needs targeted through the survey and regional meetings conducted under the auspices of the *Illinois Connecting to Collections* planning grant. Our plan leverages the expertise of the Steering Committee and uses existing resources to the degree possible.

## **COMMUNICATION AND AWARENESS**

The ICPN has developed and launched important tools to share information on collections preservation and will continue to expand them.

### **Collections-Holding Institution Database**

The database of Illinois collecting institutions with their contact information developed for the *Illinois Connecting to Collections* survey will be continually expanded. This easy-to-maintain tool will be vital in disseminating information on training, funding, and other issues as the program evolves. The Illinois

State Museum will use its fully equipped Geographic Information System (GIS) Laboratory to create an electronic database and Google Earth maps showing the locations of collections-holding institutions that the ICPN can share with emergency responders in each region.

### **ICPN Member Listserv**

The listserv established for the *Illinois Connecting to Collections* planning project to facilitate communication within the steering committee will be expanded as new partners and members join the network. The listserv is hosted free of charge by the Illinois State Museum. The listserv provides information on training and funding opportunities and directors members to the website when important information has been added. The listserv also provides a vehicle for calls for cooperative response to disasters.

### **ICPN website**

The ICPN website (<http://icpn.museum.state.il.us>), piloted during the planning phase, will be expanded and enhanced to facilitate communication between ICPN founders, partners, and members and also help disseminate information to preservation professionals and interested parties throughout the state and beyond. The Illinois State Museum is hosting the website free of charge and will continue to do so. The template was designed to be easily updated by all of the steering committee, partners, and members so that information on programs and other resources is current. The website includes a compilation of resources, such as class offerings throughout our regions, but the hope is that it will become a more dynamic resource and a forum for discussion within and outside the preservation community. It will provide resources and links to existing resources on preservation, collections care, training and program opportunities, funding opportunities and deadlines, answers to frequently asked questions, templates or links to templates for conservation and disaster plans, streaming video of ICPN Webinars and training workshops (see below), and will provide an online forum for dialog about preservation treatments, facilities management, and emergency help.

### **Fostering Public Awareness of Collections Preservation**

We are committed to increasing public awareness about the importance of collections preservation and have already employed a number of strategies that are increasing awareness and will expand these efforts. We will minimally use the following avenues to enhance public understanding of the importance of preserving cultural and natural heritage collections:

- ICPN website,
- Presentation of the IMLS *Connecting to Collections* video in our public facilities and linking to on the ICPN website,
- Statewide Coordination of May Day Events for the public,
- Presentations at public events such as annual Illinois State Museum "Collectors Day" Events and the Preservation Fairs,
- Articles in our institutional and professional association newsletters,
- Interviews on local National Public Radio Stations,
- Stories in local newspapers, and
- Development and sharing of a Google Earth map coverage of publicly accessible collections-holding institutions to tourism and other agencies to promote public use and tourism

## **Fostering Professional Awareness of Collections Preservation**

Many of the strategies listed above will also be employed to increase professional awareness, especially the ICPN website. We will use the following avenues to increase professional awareness of collections preservation:

- ICPN Members Listserv,
- ICPN website,
- Presentation of IMLS *Connecting to Collections* video to staff and Trustees at collecting institutions,
- Articles in professional association newsletters and magazines,
- Presentations at professional meetings and conferences,
- Educational webinars (see below), and
- Staff training workshops (see below).

## **ASSESSMENTS OF COLLECTIONS AND ENVIRONMENTAL CONDITIONS**

We are committed to helping collections-holding institutions assess and improve their collections care and environmental conditions for collections. Our program includes:

- Provision of and links to online assessment tools on the ICPN website.
- Development of traveling environmental assessment kits that institutions may borrow.
- Webinars that include information on assessments of collections and environmental conditions.
- Possibly development of fee-based one day assessments of individual institutions.

Webinars will cover assessments of environmental conditions and collections. The Webinars will be recorded in digital video for on-demand viewing on the ICPN website. We will also make DVDs that institutions may borrow. We will consider future development of fee-based one-day assessments for individual institutions. Institutions would have to cover the costs of personnel time, travel, per diem, and lodging if an overnight stay is required.

## **PRESERVATION TRAINING**

Based on the needs and desires indicated in our survey, we will offer annual webinars on preservation topics. Staff members from the Campbell Center for Historic Preservation Studies, experts from the Steering Committee institutions, some of whom teach Campbell Center courses, and experts from our new partners will deliver these webinars. The webinars will also be served at additional library and museum facilities across the state through videoconferencing, and will be recorded for on-demand use on our website. The webinars will feature the needs identified through our survey and regional meetings:

- Preservation Assessment and Planning,
- Collections Care,
- Fundraising and Grant Proposal Writing,
- Preservation Tactics on a Shoestring

Through our program, institutions will be encouraged to draft conservation/preservation plans, and the plans will be reviewed by members of the Steering Committee or their staffs. In the future, we will offer fee-based individual assistance to work with an institution to assist with plan development or with preparation of a grant proposal to improve collections care and environmental conditions. The success of all training programs will be evaluated.

### **REGIONAL DISASTER PLANNING AND RESPONSE WORKSHOPS**

We will offer annual regional disaster training and response workshops and will lead institutions to the process of creating a disaster plan. We will invite local Community Emergency Response Teams to attend these meetings. We will encourage institutions to work with local experts to test their emergency plans.

We will promote fire recovery workshops offered by the Illinois Fire Service Institute at their training facility in central Illinois and water emergency recovery training offered by the Campbell Center and other entities.

### **ADVANCED TRAINING**

We will also promote the availability of courses offered by others on the ICPN website. For example, the Campbell Center offers a whole suite of courses on topics such as care of different kinds of collections, emergency preparedness, the museum environment, integrated pest management, conservation, and grant writing for collections care ([www.campbellcenter.org](http://www.campbellcenter.org)). We will offer and promote scholarships for institutions to attend these training sessions. The National Endowment for the Humanities has routinely offered scholarships for qualified participants to take collections care courses at the Campbell Center. The Illinois Humanities Council also offers scholarships for individuals to take the Campbell Center courses and provides small grants to support participants giving workshops in their own regions. Training is also available at Illinois the Center for Conservation and Preservation in Bloomington-Normal, Illinois Association of Museums state conferences, Illinois Heritage Association workshops in Champaign, and from other organizations and service providers in the state and region. We will also provide links to universities that offer courses on collections care and conservation, such as the Artifact Collection Care Certificate Program at the University of Chicago.

### **COOPERATIVE DISASTER RESPONSE**

Following the COSTEP (Coordinated Statewide Emergency Preparedness) model (*The COSTEP Starter Kit: a Handbook for the Cultural Community*, 2009, Northeast Document Conservation Center), we will work with Illinois emergency management agencies to encourage inclusion of collections-holding institutions in comprehensive emergency management plans. We will share our Google Earth Map coverage and collections-holding institution database showing locations and characteristics of collecting institutions with emergency management agencies and local community response teams. As a part of our

trainings, we will familiarize collections-holding institutions with standard emergency management issues and terminology, and our workshops will lead institutions through the development of emergency and disaster plans. We will invite local community emergency response teams to attend our regional trainings and assist in testing disaster plans. The ICPN website will provide information on COSTEP and related activities. We will encourage participating institutions with adequate space to offer to serve as Disaster Recovery Centers to forge mutually beneficial alliances with Emergency Management Agencies.

We will list essential items for disaster kits on our web site and encourage regional repositories to serve as disaster centers. We will consider future development of disaster emergency kits that could be accessed in the case of a dire emergency. The ICPN Member Listserv and website will facilitate calls for emergency assistance. The website will include a listing of preservation experts or those trained in disaster response willing to assist other institutions in the event of a large-scale disaster. These experts will be available for consultation over the telephone and possibly for travel to the disaster to provide first-hand assistance. The ICPN website will provide links to agencies that provide emergency funding or advice for disasters.

### **LONG-TERM SUSTAINABILITY**

The ICPN is a sustainable network and program with strong institutional and individual commitment to promote preservation of cultural and natural heritage collections in Illinois. The network is strong because of its committed steering committee and partners, realistic goals, and mandate to be as inclusive as possible with respect to all types of collecting institutions in the state.

The program has a strong institutional foundation. Institutions are providing office space and contributing the time of the steering committee members. The Illinois State Library system is contributing the use of its regional facilities and videoconferencing as well as the use of its online registration system. The Illinois State Museum provides office space for program managers hired through grants and is hosting the ICPN Members Listserv and the ICPN website free of charge.

The steering committee will seek grants to subsidize site assessments and training programs. Some programs will become fee-based once development and evaluation have been completed so that the program can be sustained on a long-term basis. Additionally, the steering committee will investigate the possibility of a small membership fee to sustain other, non-cost recovery programs.