

**SCHOOL OF INFORMATION  
THE UNIVERSITY OF TEXAS AT AUSTIN**

**RISK ASSESSMENT AND COLLECTIONS MANAGEMENT**

INF 392F Spring 2017 Unique # 28125  
Instructor: Karen L. Pavelka  
Class location: UTA 1.506B  
Date and time: Thursday 9:00 - 11:45

**Instructor Information**

Email: pavelka@utexas.edu  
Office: UTA 5.422 phone: 512-471-8286  
Lab: UTA 1.506B phone: 512-471-8269 (Most likely to be here.)  
Office hours: Held in lab; will be announced and posted on lab doors.

**Course description:** Assessing risks in cultural heritage collections with an emphasis on library and archival collections; developing strategies to manage risks; learning practical techniques to reduce risk.

**Learning objectives**

Students will learn to:

- Assess risks within collections
- Compare the relative probability and magnitude of various risks
- Select and apply mitigation strategies
- Evaluate the effectiveness of mitigation strategies
- Identify the difference between symbolic and useful plans

**Academic Integrity**

The University of Texas policies on academic integrity can be found at

[http://deanofstudents.utexas.edu/sjs/acint\\_student.php](http://deanofstudents.utexas.edu/sjs/acint_student.php)

If you have not read the section on plagiarism recently, it is worth a review. Plagiarism and academic dishonesty will not be tolerated.

**Students with disabilities**

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services ofr Students with Disabilities, 512-471-6259.

**Assignment guidelines**

- Assignments are due at midnight on the due date. Unless otherwise instructed, please submit assignments on Canvas. All assignments must be submitted as a Word doc and the document should be titled as follows:  
studentlastname\_assignmentname
- Unless prior arrangements have been approved by the instructor, late assignments will be penalized by lowering the earned grade one level for each day it is late.
- If the assignment directions are not clear, or if you are having a problem with an assignment, please let me know as early as possible.

All writing exercises:

- Should have a bibliography.
- Should be well written.
- Should be reviewed by a peer before being turned in.

### **Class attendance and participation**

- Students are expected to attend all classes. If you need to miss a class, if possible let me know before class begins.
- All readings should be done before the class meets.
- Class participation is 20% of your grade and is measured by contributions to discussions, enthusiastic participation in class exercises, and anything the student can bring to make the class a richer experience for everyone.
- If you are having trouble participating in class, please come and talk to me. We may be able to find strategies to help you.

### **Grading**

Grade points will be distributed as follows:

• Attendance and participation	20 points
• T&RH exercise	15 points
• Threats exercise	15 points
• IPM exercise	15 points
• Security exercise	5 points
• Climate debate debate	25 points
• Quizzes and speaker questions	5 points

### **Suggested texts**

Please do not purchase the texts before the class meets. We will be taking a somewhat different approach to the readings and not everyone will be reading the same text. Students will be asked to contribute to the reading list.

AIC. (2015). *STASH. Storage techniques for Art, Science and History*. Retrieved January 18, 2016 from <http://stashc.com/>

AICCM Council. (2014). *Environmental guidelines task force report: An interim position*. Retrieved January 3, 2017 from [https://aiccm.org.au/sites/default/files/docs/AICCM\\_MediaReleases/Environmental Guidelines Taskforce report.pdf](https://aiccm.org.au/sites/default/files/docs/AICCM_MediaReleases/Environmental%20Guidelines%20Taskforce%20report.pdf)

Appelbaum, B. (1991). *Guide to environmental protection of collections*. Madison, Conn.: Sound View Press.

Ashley-Smith, J. (1999). *Risk assessment for object conservation*. Oxford: Butterworth-Heinemann.

Ashley-Smith, J., Burmester, A., & Eibl, M. (Eds.). (2013). *Climate for collections: Standards and uncertainties*. London: Archetype Publications, in association with Doerner Institut, Munich.

Boersma, F., Brokerhof, A., van den Berg, S., & Tegelaers, J. (2008). *Unravelling textiles: A handbook for the preservation of textile collections*. London: Archetype.

Cloonan, M. V. (2015). *Preserving our heritage: Perspectives from antiquity to the digital age*. Chicago: Neal-Schuman, an imprint of American Library Association.

- Druzik, J. R., & Michalski, S. (2012). *Guidelines for selecting solid state lighting for museums*. CCI/GCI. Retrieved January 18, 2016 from <http://stashc.com/http://www.connectingtocollections.org/wp-content/uploads/2011/08/SSL-Guidelines-Ver.-10.0.pdf>
- Harvey, R., & Mahard, M. R. (2014). *The preservation management handbook: Archives, and museums: A 21st-century guide for libraries, archives, and museums*. Lanham, MD: Rowman & Littlefield.
- Hatchfield, P. (2002). *Control of pollutants in the museum environment: Practical strategies for problem solving in design, exhibition and storage*. London: Archetype.
- Hawks, C. A., & Butts, S. H. (2011). *Health & safety for museum professionals*. New York: Society for the Preservation of Natural History Collections.
- IAMFA. (2013). *A practical guide for sustainable climate control and lighting in museums and galleries*. Retrieved January 18, 2016 from [http://stashc.com/http://www.magsq.com.au/\\_dbase\\_upl/APracticalGuideforSustainableClimateControlandLightinginMuseumsandGalleries.pdf](http://stashc.com/http://www.magsq.com.au/_dbase_upl/APracticalGuideforSustainableClimateControlandLightinginMuseumsandGalleries.pdf)
- Lavedrine, B., Gandolfo, J.-P., & Monod, S. (2003). *A guide to the preventive conservation of photograph collections*. Los Angeles: Getty Conservation Institute.
- Maekawa, S., & Elert, K. (2003). *The use of oxygen-free environments in the control of museum insect pests*. Los Angeles: Getty Conservation Institute.
- Miller, M. S. (2002). *Protecting museum exhibits from their environments (and vice versa)*. Seaford, DE: NoUVIR.
- Padfield, T., & Borchersen, K. (Eds.). (2007). *Museum microclimates: Contributions to the Copenhagen conference 19-23 November 2007*. Copenhagen: National Museum of Denmark.
- Person-Harm, A., & Cooper, J. (2014). *The care and keeping of cultural facilities: A best practice guidebook for museum facility management*. Lanham: Rowman & Littlefield.
- Pinniger, D., & Meyer, A. (2015). *Integrated pest management in cultural heritage*. London: Archetype.
- Pinniger, D. (1990). *Pest management in museums, archives and historic houses*. London: Archetype.
- Richmond, A., & Bracker, A. (Eds.). (2009). *Principles of conservation: Principles, dilemmas and uncomfortable truths*. Oxford: Butterworth-Heinemann.
- Rub, T. (2014, June). *Museums: A dereliction of duty*. Wall Street Journal.
- Specs Bros. (2016). *Disaster recovery: Institutional response for magnetic tape materials*. Retrieved January 4, 2017 from <http://www.specsbros.com/disaster-recovery-institutional-disaster-response-for-magnetic-tape-materials.html>
- Teutonico, J. M., & Matero, F. G. (Eds.). (2003). *Managing change: Sustainable approaches to the conservation of the built environment : 4th Annual US/ICOMOS International Symposium organized by US/ICOMOS, Program in Historic Preservation of the University of Pennsylvania, and the Getty Conservation Institute 6-8 April 2001, Philadelphia, Pennsylvania*. Los Angeles: Getty Conservation Institute.
- Texas A&M Agrilife Extension. (n.d.). *Texas insects most commonly submitted for identification*. Retrieved January 3, 2017 from <http://texashighplainsinsects.net/>
- Thomson, G. (1994 or later). *The museum environment*. London: Butterworth.
- United States. Dept. of Energy. (2011, September). *Demonstration of LED retrofit lamps at the Jordan Schnitzer Museum of Art* (Report No. PNNL-20019) (N. Miller, Author). Richland, WA: Pacific Northwest National Laboratory. Retrieved January 18, 2016 from [http://apps1.eere.energy.gov/buildings/publications/pdfs/ssl/2011\\_gateway\\_schnitzer.pdf](http://apps1.eere.energy.gov/buildings/publications/pdfs/ssl/2011_gateway_schnitzer.pdf)

- Williams, D., & Jaggar, L. (2005). *Saving stuff: How to care for and preserve your collectibles, heirlooms, and other prize possessions*. New York: Fireside.
- Williams, E. (2013). *The public face of conservation*. London: Archetype.
- Winsor, P., Pinniger, D., Bacon, L., Child, B., Harris, K., Lauder, D., . . . Xavier-Rowe, A. (Eds.). (2012). *Integrated pest management for collections*. Swindon: English Heritage.

## Schedule

### January 19, Week 1 Introduction: Course objectives

#### Readings

- NEDCC. (2008). *Resources: Preservation leaflets*. Retrieved January 18, 2016, from <http://www.nedcc.org/resources/leaflets.list.php>
- Person-Harm, A., & Cooper, J. pp. 265-276.
- Wilson, W. K. (1995). Environmental guidelines for the storage of paper records. In *NISO Standards*. Retrieved January 18, 2016, from <http://www.niso.org/standards/resources/tr01.pdf>

### January 26, Week 2 Risk analysis

#### Readings

- Ashley-Smith, J. (1999). *Risk assessment for object conservation*. Oxford: Butterworth Heinemann. pp.16-49.
- Brokerhof, A., T. Luger, B. Ankersmit, F. Bergevoet, R. Schillemans, P. Schoutens, T. Miller, J. Kiers, G. Meuthing, and R. Waller. 2005. Risk assessment of Museum Amstelkring: application to an historic building and its collections and the consequences for preservation management. Pp. 590-596 in *Preprints of the ICOM-CC 14<sup>th</sup> Triennial Meeting, The Hague 12-16 September 2005*. International Council of Museums and James & James Publishers, London.
- Cassar, M., & Pender, R. (2005, March). The impact of climate change on cultural heritage: Evidence and response. *14th triennial meeting, The Hague: Preprints ICOM Committee for Conservation, 14*, 610-616.
- Cloonan, M. V. pp. 29-38; 66-69.
- Harvey, R., & Mahard, M. R. pp. 31-58.
- Michalski, S. (2013). [Stuffing everything we know about mechanical properties into one collection simulation]. In J. Ashley-Smith, A. Burmester, & M. Eibl (Eds.), *Climate for collections: Standards and uncertainties 2013* (pp. 349-361). London: Archetype Publications, in association with Doerner Institut, Munich.
- Padfield, T., & Borchersen, K. pp. 107-114; 115-121.
- Person-Harm, A., & Cooper, J. pp. 77-125; 199-217.
- Walker, A., & Foster, J. (2009, February 6). *Statistical tools for the evaluation of preservation* (Monograph). Retrieved January 18, 2016 from <http://conference.ifla.org/past-wlic/2009/92-walker-en.pdf>
- Waller, R., and S. Michalski. 2005. A paradigm shift for preventive conservation, and a software tool to facilitate the transition. Pp. 733-738 in *Preprints of the ICOM-CC 14<sup>th</sup> Triennial Meeting, The Hague 12-16 September 2005*. International Council of Museums and James & James Publishers, London.

**February 2, Week 3**  
**Agents of deterioration: Background and use**

**Readings**

Canadian Conservation Institute. (n.d.). Ten agents of deterioration. Retrieved January 18, 2016, from <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/index-eng.aspx>

Read the following sections:

Deterioration by Light, UV and IR (Read to "Control of Light") <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/chap08-eng.aspx>

Pollutants (Only need to read chart at top of page.) <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/chap07-eng.aspx>

Deterioration by Incorrect Temperature, and the Most Vulnerable Collections (Read to Sources of Incorrect Temperature.) <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/chap09-eng.aspx>

Deterioration by Incorrect Relative Humidity, and the Most Vulnerable Collections (Read to Sources of Incorrect Relative Humidity.) <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/chap10-eng.aspx>

Person-Harm, A., & Cooper, J. pp. 1-11; 43-75.

Williams, E. pp. 149-155; 257-261.

**February 9, Week 4**  
**Temperature and relative humidity**

**Readings**

Boersma, F., Brokerhof, A., van den Berg, S., & Tegelaers, J. pp. 31-45.

Harvey, R., & Mahard, M. R. pp. 85-105.

Padfield, T., & Borchersen, K. pp. 11-17.

Person-Harm, A., & Cooper, J. pp. 13-42.

Thomson, G. pp. 66-127; 210-269.

**February 16, Week 5**  
**Storage and housing**  
**Pollutants and dust**

**Readings**

AIC. (2015). *STASH. Storage techniques for Art, Science and History*. Retrieved December 18, 2016 from <http://stashc.com/>

Hatchfield, P. (2002). *Control of pollutants in the museum environment: Practical strategies for problem solving in design, exhibition and storage*. London: Archetype.

National Archives of Australia. (2013). About the photographic activity test. Retrieved January 18, 2016, from <http://www.naa.gov.au/records-management/agency/preserve/physical-preservation/pat.aspx>

Padfield, T., & Borchersen, K. pp. 63-65; 67-72; 135-144; 229-235; 237-243.

**February 23, Week 6**  
**Understanding and implementing microclimates**

**Readings**

Padfield, T., & Borchersen, K. pp. 27-35; 191-198; 199-206; 253-260; 261-266.

**March 2, Week 7**  
**Guest speaker: Joe Reyes**

**Readings**

Getty Conservation Institute, & Heritage Preservation. (1990). The conservation assessment: A tool for planning, implementing and fund-raising. In *CAP publications at your fingertips*. Retrieved January 18, 2016, from <http://www.heritagepreservation.org/CAP/docs/Handbook4Assessors.pdf>  
Harvey, R., & Mahard, M. R. pp. 147-181; 183-222; 223-253; 255-291; 317-325; 327-341.  
Lavedrine, B., Gandolfo, J.-P., & Monod, S. pp. 113-145.

**March 9, Week 8**  
**Integrated pest management**

**Readings**

Krug, S., & Hahn, O. (2014). Portable X-ray fluorescence analysis of pesticides in the textile collection at the Herman Historical Museum, Berlin. *Studies in Conservation*, 59(6), 355-366.  
Maekawa, S., & Elert, K. pp. 15-57.  
Padfield, T., & Borchersen, K. pp. 57-60.  
Pinniger, D., & Meyer, A. (2015). *Integrated pest management in cultural heritage*. London: Archetype.  
Pinniger, D. (1990). *Pest management in museums, archives and historic houses in museums*. London: Archetype.  
Texas A&M Agrilife Extension. (n.d.). *Texas insects most commonly submitted for identification*. Retrieved January 3, 2017 from <http://texashighplainsinsects.net/>  
Winsor, P., Pinniger, D., Bacon, L., Child, B., Harris, K., Lauder, D., . . . Xavier-Rowe, A. (Eds.). (2012). *Integrated pest management for collections*. Swindon: English Heritage.

**March 16, SPRING BREAK**

**March 23, Week 9**  
**Lighting**

**Readings**

Appelbaum, B. pp. 65-95.  
Boersma, F., Brokerhof, A., van den Berg, S., & Tegelaers, J. pp. 47-60.  
Heritage Collections Council (n.d.). Common deterioration processes. *Summary of gallery illumination: LED lighting in today's museums hosted by The Smithsonian American*

- Art Museum on Friday, March 1st, 2013*. (n.d.). Retrieved January 18, 2016, from [http://www.americanart.si.edu/conservation/program\\_docs/aic\\_summary.pdf](http://www.americanart.si.edu/conservation/program_docs/aic_summary.pdf)
- IAMFA. (2013). *A practical guide for sustainable climate control and lighting in museums and galleries*. Retrieved January 18, 2016, from [http://www.magsq.com.au/\\_dbase\\_upl/APracticalGuideforSustainableClimateControlandLightinginMuseumsandGalleries.pdf](http://www.magsq.com.au/_dbase_upl/APracticalGuideforSustainableClimateControlandLightinginMuseumsandGalleries.pdf)
- Lavedrine, B., Gandolfo, J.-P., & Monod, S. pp. 146-175.
- Padfield, T., & Borchersen, K. pp. 51-56.

**March 30, Week 10**  
**Security, transport and events**  
**Exhibits**

**Readings**

- Boersma, F., Brokerhof, A., van den Berg, S., & Tegelaers, J. pp. 107-122.
- Conservation Center for Art and Historic Artifacts. (2014.) Preservation resource materials. Retrieved January 18, 2016, from <http://www.ccaha.org/publications>
- Harvey, R., & Mahard, M. R. pp. 133-146.
- Johnson, A. P., Hannen, W. R. & Zuccari, F. (2013). Vibration control during museum construction projects. *Journal of the American Institute for Conservation*, 52, 30-47.
- Noehles, M., & Niehus, L. (2014). Mounting works on paper with neodymium magnets. *Restaurator*, 35(3/4), 231-248. <http://dx.doi.org/10.1515/res-2014-0016>
- Padfield, T., & Borchersen, K. pp. 99-105.
- Person-Harm, A., & Cooper, J. pp. 219-247. Rub, T. (2014, June). *Museums: A dereliction of duty*. Wall Street Journal. (Available through UT Libraries)
- Williams, E. 57-65; 66-75.

**April 6, Week 11**  
**Environmental standards debate**

**Readings**

- AICCM Council. (2014). *Environmental guidelines task force report: An interim position*. Retrieved January 3, 2017 from [https://aiccm.org.au/sites/default/files/docs/AICCM\\_MediaReleases/EnvironmentalGuidelinesTaskforceReport.pdf](https://aiccm.org.au/sites/default/files/docs/AICCM_MediaReleases/EnvironmentalGuidelinesTaskforceReport.pdf)
- Ashley-Smith, J., & Burmester, A. (2013). *Plus-minus debate*. Retrieved January 18, 2016, from <http://www.doernerinstitut.de/downloads/Plus-Minus-Debate.pdf>
- Ashley-Smith, J., Burmester, A., & Eibl, M. (Eds.). (2013). *Climate for collections: Standards and uncertainties 2013*. London: Archetype Publications, in association with Doerner Institut, Munich.
- Bickersteth, J. (2014). Environmental conditions for safeguarding collections: What should our set points be? *Studies in Conservation*, 59(4), 218-224.
- Bichlmair, S., Holl, K., & Kilian, R. (2012). The moving fluctuation range - a new analytical method for evaluation of climate fluctuations in historic buildings. In J. Ashley-Smith, A. Burmester, & M. Eibl (Eds.), *Climate for Collections: Standards and Uncertainties* (pp. 439-450). London: Archetype.
- Bolliger, A., & Strobl, J. (2013). *Real savings discussion*. Retrieved January 18, 2016, from [http://www.doernerinstitut.de/downloads/The\\_Real\\_Savings\\_EN.pdf](http://www.doernerinstitut.de/downloads/The_Real_Savings_EN.pdf)

Burmester, A., & Kostowski, R. (2013). *Stability versus stress discussion*. Retrieved January 9, 2015, from [http://www.doernerinstitut.de/downloads/Stability\\_versus\\_Stress.pdf](http://www.doernerinstitut.de/downloads/Stability_versus_Stress.pdf)

Doerner Institute. (20). Retrieved January 18, 2016, from [http://www.doernerinstitut.de/en/projekte/Bizot/bizot\\_1.html](http://www.doernerinstitut.de/en/projekte/Bizot/bizot_1.html)

Image Permanence Institute. (n.d.). Sustainable preservation practices for managing storage environments. Retrieved January 18, 2016, from <http://www.ipisustainability.org/workshop-presentations/>

Padfield, T., & Borchersen, K. pp. 129-134; 145-155; 157-163; 213-219.

Person-Harm, A., & Cooper, J. pp. 151-197.

The National Archives. *PAS 198:2012 Specification for managing environmental conditions for cultural collections*. London: British Standards Institution.

**April 13, Week 12**  
**Defining preventive conservation**  
**Outreach, Setting agendas**

**Readings**

Hawks, C. A., & Butts, S. H. pp. 515-549.

Harvey, R., & Mahard, M. R. pp. 3-13; 15-30.

Padfield, T., & Borchersen, K. pp. 123-128.

Williams, E. pp. 33-36; 37-44; 121-130; 205-211; 212-221; 232-243.

**April 20, Week 13**  
**Disaster recovery**

**Readings**

Specs Bros. <http://www.specsbros.com/disaster-recovery-institutional-disaster-response-for-magnetic-tape-materials.html>

**April 27, Week 14**  
**Mold prevention and removal**  
**Assess recovered materials**

**Readings**

Padfield, T., & Borchersen, K. pp. 185-189.

Sequeira, S. O., Cabrita, E. J., & Macedo, M. F. (2014). Fungal biodeterioration of paper: How are paper and book conservators dealing with it? An international survey. *Restaurator*, 35(2), 181-199. <http://dx.doi.org/10.1515/rest-2014-0005>

**May 4, Week 15**  
**Review**