**Unit II: Collections Survey and Report**

* You will **read** about the nine agents of deterioration, their risks and hazards, with special emphasis on physical structure, including cabinets; lighting; environment; and, pests. There are separate reading guides for each of the emphasized collections concerns on Moodle.
* You will then **apply** this new knowledge by assessing the status of your own collection using a set of guided questions from the IMLS Conservation Assessment Program (Appendix D Collections Assessment Guidelines) and the Running a Museum: A Practical Handbook (Appendix 1 of the Care and Preservation of Collections chapter).
* You should **print out** these appendices and make notes on them when you watch the reading guides so you are prepared to conduct your survey in the collection.
* You will have **THREE class periods** to examine your team’s focal collection, gather data (including photographs) and produce a survey of the collection (Sep 19-26).
* You should do the data-gathering part of the **survey as a team**, but **write up your report as an individual.** After each class period, you should use your notes/data to write the relevant portion of your report. Do **not** wait until the last day to write up your entire report!

**Collections Survey Report**

Your report should have **four sections**:

* Physical space (this section should include an introduction to the collection);
* storage and lighting (use cabinet numbers to refer to specific cabinets as needed, make sure to quantify the light exposure using the wattage of the bulbs in your room);
* temperature and humidity (must include a figure of the temperature and humidity readings from your collection spaces)
* and, pest management.

Each section should be approximately two double-spaced pages long (not including figures or photos) so that the whole report is a maximum of ten pages. It should be possible to produce a thorough, thoughtful report in as little as eight pages. Each section should also have a bulleted list of recommendations for critical concerns.

**Required Figures:** You must include a diagram of the collection layout including windows, doors, location of pest traps and cabinets. Cabinets should be labeled on the diagram with their appropriate number. At least one figure showing temperature and humidity in the collection room should be included. If the data are available, you must also include a figure of the temperature and humidity from inside of a cabinet as well. Each section should have at least one figure/photo.

You should be sure to address each question from the two appendices according to the instructions in the reading guides. Some questions may require a paragraph to answer and others may only need a single sentence. **Your report should demonstrate** both that you *understand the important components of preserving collections* with respect to the agents of deterioration and that *you have been a careful observer* of your unique collection’s concerns.

**Course Learning Goals Related to this Project**

* Skills exercised
  + Team and interpersonal skills
  + Being organized
  + Being observant, paying close attention to detail
* Content-related learning goals
  + how to care for collections
  + how to improve and assess collections

**Due Date: Monday, September 29th**