

Preservation Proposal

Los Angeles Contemporary Archive



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1. EXECUTIVE SUMMARY

LACA aims to offer a comprehensive view into artistic activity happening today. Collection materials require little physical intervention at this time, however, in order to preserve LACA's unique collection as a long-term effort, the collection use area and storage environment should be better monitored. LACA's physical space requires some renovation to ensure preparedness for environmental emergencies. Rehousing, reorganizing, and better practices of handling materials, are among the most cost-effective and impactful actions to maintain LACA's collection. Recommended preservation actions are prioritized and listed below. LACA staff has identified collection goals, immediacy and feasibility based on budget and access to recommended materials and environments.

1. Short Term Priorities:

Short term priorities address emergency planning and procedures that are possible with few additional funds or staff hours. It is estimated that short term preservation priority items can be completed within six months of approval of the preservation plan.

→ **Relocation, Rehousing & Reorganization**

- ◆ Identify the most significant collection items and specify top, secondary, and general priority items for preservation in event of emergency
- ◆ Clean and reorganize flat file storage
- ◆ Relocate books with little to no spine to oversized areas
- ◆ Mirror LACA site on Internet Archive and negotiate additional mirroring

→ **Environmental Monitoring & Planning**

- ◆ Complete development of a disaster plan
- ◆ Repair roof leak
- ◆ Build Emergency Response Kit
- ◆ Bungee cords to earthquake proof the stacks
- ◆ Annual checkup with Building Improvement District, Electrician, Plumber, Fire Marshall
- ◆ Install alarm systems for theft and fire
- ◆ Purchase a digital thermohygrometer

→ **Handling**

- ◆ Update database with section on handling and preservation

2. Medium Term Priorities:

Medium term priorities address general issues for improvement. Items require funding from outside parties.

→ **Processes & Procedures**

- ◆ Seek grant funding for preservation goals
- ◆ Institute a system for processing backlogged items
- ◆ Create manuals for communicating appropriate handling of materials
- ◆ Collaborative emergency response planning with area archives

→ **Supplies & Maintenance**

- ◆ Purchase supplies for second tier emergency response items
- ◆ UV filtering for lights and windows

3. Long Term Priorities:

Long term priorities will require a greater commitment in funds, staff time and mediation of LACA's space. Detailed planning for funding and implementation is necessary before these items should be attempted.

→ **Facilities**

- ◆ Replace windows
- ◆ Repair roof
- ◆ Relocate sink to prevent potential plumbing issues

→ **Relationships & Advocacy**

- ◆ Continue developing relationships with neighbors to better understand the community, issues of gentrification, and building status
- ◆ Advocate for better building maintenance with landlord

2. BACKGROUND & METHODS

This preservation proposal has been prepared as a guide for Los Angeles Contemporary Archive (LACA) in its efforts to better preserve its collection materials. LACA's collections are built around the contemporary moment, providing a lens into artistic production happening today. LACA sustains a unique experimental environment for critical inquiry, artistic research, and public dialogue. If not properly cared for and planned against the potential for disaster, the loss of these collections held by LACA would result in the absence of this decade's artist voices, art community and its surrounding cultural production.

Observations on the collection and recommendations for preservation actions have been prepared by Hailey Loman and Megan Sallabedra in Fall 2018 as part of the course Issues and Problems in Preservation of Heritage Materials taught by Professor Ellen Pearlstein in UCLA's Graduate School of Education and Information Studies. Loman is a Co Founder and the Executive Director of LACA, and her deep knowledge of the collection has allowed special access and insight into LACA's collection goals, immediacy and feasibility based on budget, the board, and LACA's available resources. Megan Sallabedra is a Librarian and advisor at LACA with a special interest in Artist Publications. She brings a unique vantage point into examining LACA as both a Librarian and community member who frequents activities that happen in the space. The perspective of an outside individual has been valuable to the evaluation of LACA's processes and preservation needs. This Preservation Proposal is the result of a collaborative effort relying upon institutional expertise, professional best practices, approaches to collection building, use and preservation, as well as a collaborative writing and editing process.

LACA's mission (**see Appendix**) has provided guidance for prioritizing preservation items, and methodologies into best approaches for maintaining preservation goals. LACA's commitment to activating its collections through public programming means that instead of locking away collections for posterity, a balance between use, monitoring, and safety must be achieved. LACA's location in Los Angeles' Chinatown is close to collaborating art spaces and galleries but the building is not designed for an archive of this nature. Maintaining the space so it aids rather than hurts the collection requires additional tools and criteria for monitoring and evaluation.

About the Collection

LACA houses and catalogues art related objects and documents, with a special focus on underexposed artistic modes of expression and ephemeral materials that might otherwise fall between the cracks.


The archive includes studio and performance ephemera, artists' writings, audio-visual recordings, digital media files and institutional archives of artist-run spaces.

LACA's library includes local and international limited edition artist books that are important to the Los Angeles and global contemporary art landscapes.

There are over 200,000 items cataloged in LACA's database. LACA's physical collection is approximately made up of the following:

- Artist Books—30%
- Oversized Paper Artifacts (Music sheets, posters, drawings)—5%
- Digital Materials (PDFS, MP3, MP4 WAV, AVI, DOC, DOCX, EPS, GIF, JPG, JPEG, MOV, PNG, PSD, TIF, TIFF, TXT, ZIP)—45%
- Archives (performance and studio ephemera including; garments, trash, models, sketches, bills)—20%

LACA receives over two hundred books a year. KCHUNG Radio uploads about twenty shows daily which would make 7,300 new audio recordings annually for the collection. LACA residents produce around ten new books a year on LACA's Risograph printer. Usually, LACA has received two large collections each year, which make up around 6 banker boxes yearly.


LACA

[Search](#) [Browse](#) [Contribute](#) [About](#) [Calendar](#) [Subscribe](#) [Blog](#) [Contact](#)

Title ^{*}

Artist(s)/Author(s)

⊕ order

- None -

Remove

+New

Choose one or more artists from the database. If you can't find the artist in the system, you can add one with the button to the right. It will return you to this page with all your info intact.

Add another item

Format

- None -

Book includes sheet music, zine, serial, magazine, newspaper, journal. Archive Item includes posters, documentation, invitations, press releases.

(LACA item contribution can be added by anyone who creates a login)

LACA maintains close ties with many local contemporary art organizations. As part of these partnerships, LACA hosts the institutional archives of several organizations, including both physical and digital materials and surrogates. The institutional archives held by LACA are listed below:

- Mountain School of Arts: collection of library materials has been made available at LACA since 2013
- KCHUNG Radio: a pirate art radio station located in Chinatown, Los Angeles. LACA holds KCHUNG's archive and database of over 90,000 online recordings and ephemera from its activities, including mugs, keychains and books alongside its larger digital presence.
- Human Resources Gallery: physical archives, recordings and ephemera of performances and exhibitions is housed at LACA
- Seeing is Forgetting: an oral history collection of artist interviews is searchable through LACA's site

Due to LACA's collection activities focusing on materials that have been produced beginning in 2013, books and archives are in generally good condition. Collection materials require little physical intervention at this time, however, in order to preserve LACA's unique collection as a long-term effort, monitoring the environment of its collection use area and storage will allow LACA staff to be more informed about the environmental factors that may contribute to the gradual degradation of the collection, and implement solutions. LACA's physical space requires some renovation to ensure preparedness for environmental emergencies. Rehousing, reorganizing, and better practices of handling materials, are among the most cost-effective and impactful actions to maintain LACA's collection.

3. RECOMMENDATIONS FOR PRESERVATION

Recommended preservation actions are prioritized and listed below. Prioritization has been broken up into three sections: Short Term Priorities, Medium Term Priorities, and Long Term Priorities.

Recommended preservation actions have been grouped into one of these categories based on their impact on the collection and feasibility of carrying out the action required.

Short term priorities: Address emergency planning and procedures that are possible with limited additional funds or staff hours. It is estimated that short term preservation priority items can be completed within six months of approval of the preservation proposal.

Medium term priorities: Address general issues for improvement. Items require funding from outside parties.

Long term priorities: Will require a greater commitment in funds, staff time and mediation of LACA's physical space. Long term priority items should be considered after short and medium term priorities have been addressed.

The authors have included recommendations for materials, vendors, and costs, if known, for suggested preservation actions.

I. SHORT TERM PRIORITIES

Relocation, Rehousing & Reorganization

→ **Identify the most significant collection items and specify top and secondary priority items for preservation in event of emergency**

LACA staff has identified several key collections as top and second tier priorities for emergency preservation measures. These collections are listed below. A more thorough Significance Assessment should be carried out by LACA staff. For collections already identified, the Significance Assessment will be added as documentation of their status. For collections not yet identified as significant, a full assessment will allow LACA to prioritize collections and materials for processing (if unprocessed), rehousing or relocating, and emergency preservation measures as needed.

The Collections Council of Australia has put together an excellent guide to assessing significance. This resource can be used as a model for providing a justification for the prioritization of collections.

See: *Russell and Winkworth 2009, Significance 2.0; a guide to assessing the significance of collections, Collections Council of Australia.* <http://pandora.nla.gov.au/pan/112443/20101122-1236/significance.collectionscouncil.com.au/home.html>

Top Tier Priority Collections

In addition to the institutional archives described above (see: **About the Collections**), LACA has assessed several other collections as top priority for preservation. These have been assessed as such due to their rarity and inability to source duplicates of the materials. In many cases the donor has communicated to LACA that the materials should not be documented, backed up or duplicated; in some

cases artists who have donated items are now deceased. Additionally, these collections can be used to prove something larger or be referenced in press such as newspapers and magazines

- The Carol Cheh Collection
- The Chestnut Lodge Collection
- The John Burtle Collection
- The Eternal Telethon Collection
- The Mark Roeder Collection
- Puppies Puppies Collection

"M&Ms" shirt and "Spiderman" bone toy (blue) (yellow) (green)

Artist(s)/Author(s): [Puppies Puppies](#)
Format: Archive Item

Reference Number: B12.1-22951.PU
Location: [Box 12.1 - Puppies Puppies 2](#)
Acquisition Date: 10/19/2016
Donated By: Puppies Puppies

Description:

T-shirt worn by the artist during their wedding, plastic chew toy, "Spiderman's" DNA (2016). From the artist's Green Works.

Gift from the artist to Hailey Loman.

File Attachments



Download (786.72 KB)

(LACA item Puppies Puppies Top Tier Priority Item)

Second Tier Priority Collections

Second Tier collections consist of items that may have duplicates, but donors would be difficult to contact. These items are deemed particularly significant due to their ability to demonstrate their importance in the future alongside other collections at LACA particularly with the Top Tier Collections. This includes taking under consideration historic, artistic or aesthetic significance, scientific or research potential, social or spiritual. Distinguishing factors between collections would be provenance, rarity or representativeness, condition or completeness and interpretive capacity. Second Tier Collection items include:

- painted tiles by Patricia Fernandez
- shredded bricks by Mark Roeder
- architectural models by Scott Benzel
- Actual Size Collection
- Michael Ned Holte Archives

→ **Clean and reorganize flat file storage**

This easily executed action will contribute to the prevention of damage from regular use of the ephemera collection.

Recommended materials:

- Oversize folders from Hollinger Metal Edge; sizes ranging from 18x24", 20x30" and 22x30"
<https://www.hollingermetaledge.com/modules/store/index.html?dept=567&cat=525&cart=1544593510258700>
- Pack of Avery labels to label folders once inventorying has been completed

→ **Relocate books with little to no spine to oversized areas**

Thin and fragile zines are damaged while sitting on stacks alongside hardcover and larger sized books. The shelving process and casual browsing does not aid in maintaining the physical integrity of such varied materials and results in damaging materials. Moving the most fragile items to a more supportive environment will help with the longevity of these materials.

→ **Mirror LACA site on Internet Archive and negotiate additional mirroring**

Create a duplicate LACA site that is updated at the same interval as LACA's site. This is an identical backup that is housed online, with a different host. The duplicate site ensures that if the LACA site goes down, another online version that is up and hosted on an entirely different hosting service with a different IP address exists with full integrity.

This process involves a significant amount of hosting space and requires a dedicated server such as the Internet Archive. The internet Archive specializes in holding other smaller databases. Visitors to the Internet Archive would understand that this is a duplication and resource to LACA.

Environmental Monitoring & Planning

Fluctuations in temperature, hot summer weather, humidity, and smog particular to Los Angeles air quality all contribute to an environment that can negatively impact materials housed in LACA's collection space. This preservation proposal is submitted just weeks after a major wildfire in Southern California which contributed to poor air quality in the greater Los Angeles area for days. By its very nature of being housed in California, LACA faces danger due to damage from an earthquake. Building fires and protecting against flooding from leaks are infrequent, though potentially catastrophic events that are risks to any collection of rare or unique materials such as those housed at LACA. All of these environmental considerations have been under consideration by LACA for some time and this preservation proposal provides the opportunity to outline them in greater detail. Suggestions for responding to such environmental risks are included below.

Some of the concerns related to general environment in LACA's physical space are discussed in the following article, which may be useful for review:

Atkinson, Jo Kirby. "Environmental Conditions for the Safeguarding of Collections: A Background to the Current Debate on the Control of Relative Humidity and Temperature." Studies in Conservation 59, no. 4 (July 1, 2014): 205–12.

→ **Repair roof leak**

A leak in LACA's roof presents danger to the collection in the form of potential water damage, pollution, and air temperature fluctuations. Steps are in place for the roof to be examined and the landlord to cover costs. Patching is a short term solution but roofers will not give a warrant unless the roof has been completely redone. Cost of patching is estimated at \$10,000 and will require a concerted advocacy effort for landlord to commit.

→ **Build Emergency Response Kit**

The list of items below should be the minimum maintained for LACA's Emergency Response Kit. This list of recommended items has been tailored for LACA's needs based on guidelines published by the Consortium of Academic and Research Libraries in Illinois (CARLI).

<https://www.carli.illinois.edu/products-services/collections-management/supplies-tools>

- (2) boxes of industrial Garbage Bags/Plastic Bags
- (1) 6-pack of paper towels (for interleaving books)
- (2) buckets
- (2) sponges
- flashlights and batteries
- scissors
- mops/buckets
- (1) roll of 10x25' plastic sheeting
- (1) china marker
- (3) 14" cable ties
- (1) package of 100 3x5" cards
- polyethylene zip-top bags size 10W x 13"H
- recovery box (polypropylene corrugated box)
- (1) box nitrile gloves

A pre-built Emergency Response Kit containing many of the above items is available through Gaylord Archival:

<https://www.gaylord.com/Environmental-Control/Emergency-Preparedness/Supplies-&-Equipment/Supplies/Gaylord-Archival&%23174;-Be-Ready-Recovery-Kit/p/BR111KT>

An Emergency Response and Salvage Wheel and app are recommended. The Salvage Wheel is to be kept at LACA for quick reference on site, and the app should be loaded for use by emergency response staff and volunteers to access while monitoring emergencies from offsite.

- American Institute for Conservation, Emergency Response and Salvage Wheel
<http://www.conservation-us.org/docs/default-source/default-document-library/emergency-response-and-salvage-wheel-.pdf>
- Emergency Response and Salvage app
<https://itunes.apple.com/us/app/ers-emergency-response-salvage/id513081280?mt=8>

→ **Complete development of a disaster plan**

Communicating the disaster plan and protocols to the staff is critical. Plans for staff to hold several meetings on Emergency Preparedness should be in place to ensure best practices in emergency situations are understood. Communicating the Disaster Plan should entail:

- Activities that reduce risks in the space and methods for preventing environmental damage
- Locating priority items (see **Top and Second Tier Priority Collections**, above)
- Sourcing emergency kits
- Shared address books of emergency contact personnel. Emergency contact list should also include:
 - Fire department
 - Police
 - Electrician
 - Chinatown Building District Improvement Department
 - Chinatown Historical Society

Copies of the Disaster Plan should be printed out and staff will be invited to offer input. An emergency drill should be incorporated into the final Emergency Preparedness meeting where staff can negotiate a situation happening at LACA in real time.

The emergency kit should be inventoried annually to replenish supplies used throughout the year.

Check recommendations on disaster planning from the Smithsonian Institute Archives, which includes additional sources for reference:

<https://siarchives.si.edu/what-we-do/preservation/emergency-preparedness>

Gaylord Archival also offers guidelines for drafting an emergency plan:

<https://www.gaylord.com/resources/disaster-preparedness>

These resources can be used as a guide, tailored to LACA's specific collection needs, for developing a disaster plan.

→ **Bungee cords to earthquake proof the stacks**

Given the frequency of earthquakes in California it is recommended to protect collection stacks against this inevitable occurrence with the simple and inexpensive application of bungee cords. These can be easily purchased from a vendor such as Amazon:

https://www.amazon.com/USA-Assortment-Drawstring-Organizer-Bungees/dp/B01NC2PAGA/ref=sr_1_2_sspa?s=hardware&ie=UTF8&qid=1544348169&sr=1-2-spons&keywords=bungee+cords+with+hooks&psc=1

and installed with minimal staff time.

→ **Regular checkup with Building Improvement District, Electrician, Plumber, Fire Marshall**

- Building Improvement District: George Yu (213) 591-1082
- Electrician: Jake Jones (409) 457-4326
- Plumber: (323) 864-0227
- Fire Marshall: (Station 4) (213) 485-6204

Gaylord Archival's "Working with Emergency Responders: Tips for Cultural Institutions" provides guidance for communicating the needs of cultural institutions before, during, and after an emergency situation.

<https://www.gaylord.com/Environmental-Control/Emergency-Preparedness/Posters-%26-Guides/%22Working-with-Emergency-Responders%3A-Tips-for-Cultural-Institutions%22-Poster/p/59010>

→ Install alarm systems for theft and fire

There are no fire detection devices installed, no fire suppression system either within LACA or as part of Asian Center's infrastructure. Though theft has not been an issue to date, the ease of incorporating theft monitoring with a fire alarm system makes no excuse to not guard against it. To prevent against catastrophic damage to the collections in the unlikely event of a fire or loss through theft, it is recommended that a fire and theft alarm system be installed.

Recommended:

Protection 1

\$49.99 per month

Service includes: Energy & Home Automation Interactive Control Image Motion Sensor, 2-Way Voice, Fire, Carbon Monoxide and Water Protection, Intrusion Protection 24-7, Alarm Monitoring, and video.

<https://security.protection1.com/customer-service.html>

→ Purchase a digital thermohygrometer

Recommended:

Thermo Hygrometer Barometer PCE-THB 40

\$196.00

PCE-THB 40 is a digital thermometer-hygrometer-barometer with data recording functionality. This compact yet robust data logger detects ambient temperature, relative humidity and atmospheric or barometric pressure. Measurement values are displayed in real time on the large LCD screen and saved to the included SD card as a Microsoft Excel-compatible .XLS file. This log of the environment inside LACA will allow staff to better monitor and make decisions about how to handle materials or adjust the interior environment through use of a humidifier, A/C, fan, or to seek more drastic environmental intervention measures.

https://www.pce-instruments.com/us/measuring-instruments/test-meters/thermo-hygrometer-pce-instruments-thermo-hygrometer-barometer-pce-thb-40-det_2132505.htm

Handling for Preservation

→ Create official handling guides for LACA's volunteer archivists

The creation of official handling guides would be of benefit to protect materials from damage that may result from regular handling. Currently staff is informed only informally about preservation issues concerning collection materials. The creation of a section on the database and finding aids that communicates internal handling instructions to archivists, before opening boxes or pulling out materials, will add an important layer to LACA's documentation of preservation efforts, before any danger can occur. These could be added as descriptive metadata in the internal section of LACA's database that is only accessible with the archivist login.

A general reference resource for monitoring collections and aiding in the assessment and identification of materials requiring intervention is highly recommended for review by LACA staff. The following is an excellent overview:

Shelley, Marjorie, 1992, Warning Signs: When Works on Paper Require Conservation. In *Conservation Concerns: A Guide for Collectors and Curators*, edited by Konstanze Bachmann. Washington, D.C.: Smithsonian Institution Press.

II. MEDIUM TERM PRIORITIES

Processes & Procedures

→ **Seek grant funding for preservation goals**

Grants that may prove beneficial for the scope and character of LACA's work include:

- Warhol Foundation
<https://warholfoundation.org/grant/overview.html>
- The Michael Asher Grant
<http://michaelasherfoundation.org/>
- Pasadena Arts Alliance
<http://www.pasadenaartalliance.org/grants/>

→ **Institute a system for processing backlogged items**

Backlogged items are placed on a cart and are inventoried infrequently. Placing materials in folders and marking information about items in pencil would be a first line of defense. Archivists accepting materials should immediately place items in plastic bags and communicate to team members if there is anything fragile or precarious. Objects can be buffered by foam and placed in temporary containers until custom boxes can be built.

→ **Create manuals for communicating appropriate handling of materials**

Creating a manual for communicating appropriate handling of materials that includes simple, straightforward directions such as having a clean empty table to open boxes, and regularly accessing the database for safe handling directions prior to pulling materials. This manual should be typed, printed and made easily accessible to the LACA team.

→ **Collaborative emergency response planning with neighboring archives**

Develop a system of reciprocal emergency intervention in the event of localized disaster as well as collaborative intervention in the event of a regional disaster. Recommendations for this collaborative effort include: sharing emergency supplies, cross-training and assistance toward emergency preservation intervention, and shared dedicated storage space. Local archives to reach out to include:

- ◆ Los Angeles Contemporary Exhibitions (LACE)
- ◆ ONE National Gay & Lesbian Archives
- ◆ Southern California Archives

Conversations about ideas, capacity, and preservation needs in each space are intended to precipitate shared mutual benefit toward the preservation of these community archival collections.

Contact information for neighboring archives should be added to the Disaster Plan contact list.

Supplies & Maintenance

→ **Purchase additional emergency response items**

The list below follows CARLI recommendations as stated above and augments the Short Term Priority for the most basic emergency response items.

- ◆ Vacuum
- ◆ Vacuum bag
- ◆ Dehumidifiers

- ◆ Fans
- ◆ Batteries
- ◆ Clipboard and pad of 8x11" lined paper
- ◆ (2) sharpened pencils
- ◆ (1) china marker
- ◆ (1) pkg. 100 – 3x5" card
- ◆ Solar panel Mac chargers

Preservation-specific items from Gaylord Archival: <https://www.gaylord.com/>

- ◆ Zorbix Super-Absorbent Sheets (50-Pack)
- ◆ Freezer Paper Sheets (100-Pack)
- ◆ CAUTION CUIDADO Barrier Tape
- ◆ Spill pillows (40 pack)

→ UV filtering for lights and windows

While a measurement of UV radiation levels in LACA's space has yet to be performed, it is recommended that filters for lights and windows be purchased and applied. Because LACA's use and storage space are illuminated by large windows, this minimally filtered light source may lead to the fading, discoloration or other adverse effects to collections over time.

Recommended UV-filtering window film:

<https://www.gaylord.com/Environmental-Control/Light-Filters/WindowGrip%26%23153%3B-UV-Filtering-Film/p/GAM25>

Recommended UV-filtering light fixture film:

LED: http://www.epakelectronics.com/uv_filter_materials.htm

Fluorescent: <https://www.gaylord.com/Environmental-Control/Light-Filters/UV-Light-Filters-for-Fluorescent-Bulbs-%2810-Pack%29/p/T12>

III. LONG TERM PRIORITIES

Detailed planning for funding and implementation is necessary before Long Term Priority items should be attempted. Funding for these items are intended to be partially addressed through fundraising efforts such as a benefit auction and board member pledges to match money.

Facilities

Long term facility commitments should include:

- Replace windows
- Repair roof
- Relocate sink to prevent potential plumbing issues

Recommendations for specific materials and vendors should be developed by LACA in conversation with Asian Center's landlord. This preservation proposal can be used as a resource to outline some of the environmental issues facing LACA's collection and to argue for the importance of undertaking the above actions toward mediating LACA's physical space.

Relationships & Advocacy

- Continue developing relationships with neighbors to better understand the community, issues of gentrification, and building status. This includes going to community and neighborhood meetings (Chinese American Citizens Alliance (CACA) and Chinatown Community for Equitable Development (CCED) and noting what people want and need from a resource center. This also includes asking local merchants and friends in the neighborhood concerns and stresses that are happening in their lives. This community building activity involves creating relationships where neighbors feel comfortable sharing information such as rising rent, policing of the neighborhood, and conditions for the elderly.
- Advocate for better building maintenance with landlord. This requires spending time and building an authentic relationship of trust with the landlord. Simple gestures such as participating when they share life events and being a good tenant all factor into building a stronger tie with the landlord. Asian Center is a plaza where everyone knows each other. Therefore, demonstrating trust, sustainability, and the ability to help is something that can go far.

References

American Institute for Conservation, Emergency Response and Salvage Wheel

<http://www.conservation-us.org/docs/default-source/default-document-library/emergency-response-and-salvage-wheel-.pdf>

Atkinson, Jo Kirby. "Environmental Conditions for the Safeguarding of Collections: A Background to the Current Debate on the Control of Relative Humidity and Temperature." *Studies in Conservation* 59, no. 4 (July 1, 2014): 205–12.

Emergency Response and Salvage app

<https://itunes.apple.com/us/app/ers-emergency-response-salvage/id513081280?mt=8>

Russell and Winkworth 2009, Significance 2.0; a guide to assessing the significance of collections, Collections Council of Australia. <http://pandora.nla.gov.au/pan/112443/20101122-1236/significance.collectionscouncil.com.au/home.html>

Shelley, Marjorie, 1992, Warning Signs: When Works on Paper Require Conservation. In *Conservation Concerns: A Guide for Collectors and Curators*, edited by Konstanze Bachmann. Washington, D.C.: Smithsonian Institution Press.

4. APPENDIX

I. LOS ANGELES CONTEMPORARY ARCHIVE MISSION STATEMENT, COLLECTIONS, PROGRAMS & LOCATION

Mission

Los Angeles Contemporary Archive is an artist-run archive and non-circulating library in which contemporary creative processes are recorded and preserved. Our goal is the study and dissemination of materials documenting contemporary art production. Challenging established concepts of the archive and art space, LACA sustains a unique experimental environment for critical inquiry, artistic research, and public dialogue. LACA is a registered nonprofit organization.

Our mission is to offer a comprehensive view into artistic activity today. Unlike most traditional archives that document a selective past, our collection emphasizes the contemporary moment. In keeping with this, LACA only acquires materials produced around or after its founding in 2013. Our collection emphasizes art from Los Angeles, though is not limited to it as we acknowledge Los Angeles' increasing engagement with artist networks internationally.

We welcome curators, researchers, writers, students, artists and anyone interested in contemporary art.

Collections

The Archive houses and catalogues art-related objects, with a special focus on underexposed artistic modes of expression and ephemeral materials that might otherwise "fall between the cracks". The Archive includes studio and performance ephemera, artists' writings, audio-visual recordings, digital media files and institutional archives of artist-run spaces.

Our Library includes local and international limited edition artist books that are important to the Los Angeles and global contemporary art landscapes.

A comprehensive online database of the Archive and Library is fully searchable through the LACA website.

Programs

LACA's public programming includes exhibitions, artist talks exhibitions, performances, lectures, and readings that emphasize the archiving of materials from marginalized communities as well as support open dialogue about race, class, sex and gender. We also host seasonal residencies, in which participants are encouraged to incorporate materials from the archive into their work. Our residencies are open to publishers, artists and collectives, both local and international.

Location

LACA is located in Chinatown's Asian Center, and shares its space next to Hip Woo Hong, Chinatown Pharmacy, and Bel Ami Gallery. From 2013-2016, the archive was located in a complex shared with François Ghebaly Gallery and Fahrenheit by the FLAX Foundation. LACA grew out of frequent collaborates with Human Resources, a nonprofit performing arts organization located in Chinatown.

II. LOCATION DESCRIPTION & PLAN

LACA Collections are fully contained within its allocated space at Asian Center. LACA is spread among two suites on the second (top) story of Asian Center.

LACA's space overall measures 1500 sq ft

Collections storage space measures 500 sq ft

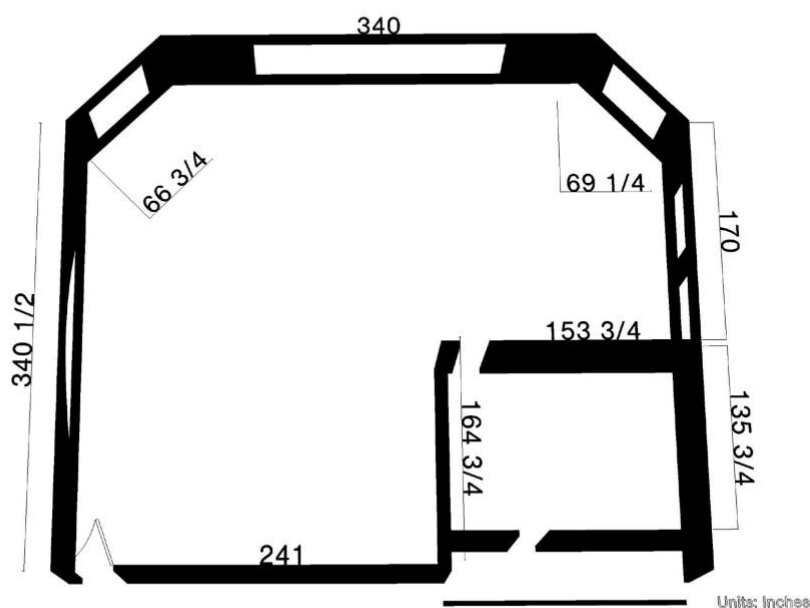
Exhibition space measures 700 sq ft

Reading room measures 300 sq ft

There is no HVAC system

LACA has window AC units on 2 windows: 1 located directly above the sink on the south-facing window and one in the separate office space/work area facing east

LACA ASIAN CENTER



III. CURRENT METHODS & APPROACH TO PRESERVATION

Guidelines for Cataloguing, Preserving and Shelving Materials (LACA internal document):

https://docs.google.com/document/d/130ZV_Z01dwgFtDzNR0cbmI5WB75_lwA3nrT2-y_YBZl/edit?ts=5c10bf2a