

## Care and Management of Cultural Items

May 17-18, 2011 • Minneapolis, MN

CLASS ID: NR015MINNE

### HOW TO REGISTER

**Phone:** Call 1-800-992-4489, Monday-Friday, 9:00 a.m.-5:30 p.m. EST.

**Fax:** Complete the registration form and fax to 703-352-2323 anytime. Payment must be received at our office prior to the start of the session.

**Mail:** Return registration form and payment to:  
Falmouth Institute  
3702 Pender Dr., Suite 300  
Fairfax, VA 22030.

**Online:** At [www.falmouthinstitute.com](http://www.falmouthinstitute.com)

**E-mail:** [info@falmouthinstitute.com](mailto:info@falmouthinstitute.com)

For complete registration policies, please visit [www.falmouthinstitute.com](http://www.falmouthinstitute.com) or call 1-800-992-4489.

*Advanced payment by credit card or check is required.*

*Purchase orders do not constitute payment. Registrations must be received 10*

*business days before the class start date. After this*

*date, registrations will be taken on a space-available basis and a \$25*

*late registration fee will be charged.*

### REGISTRATION FORM

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**METHOD OF PAYMENT**  Check  Credit Card Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

3 digit code on back of MC/VISA or 4 digit code on front of AmEx

Cardholder Name (Please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address (Please print): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Individual Tuition Rate (U.S. funds only) ..... \$770 \$ \_\_\_\_\_

*Significant group discounts available! Call 1-800-992-4489 for details.*

\*Orders will be shipped upon course completion.  
VA residents please add 4.5% sales tax for manuals only.

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Attend this hands-on class and learn how to obtain, manage and preserve your items of cultural significance.

# Care and Management of Cultural Items for Tribal Museums and Individuals

MAY 17-18, 2011 • MINNEAPOLIS, MN

During this information-packed session, we'll discuss:

- › Caring for items of cultural significance
- › Basic archival storage techniques
- › Prioritizing your goals
- › Dealing with budget constraints
- › Documenting and organizing your collections
- › The fundamentals of NAGPRA
- › Getting your community involved
- › Creating exhibits and outreach programs
- › How to handle repatriated items

Only time offered this year!

To register, visit  
[www.falmouthinstitute.com](http://www.falmouthinstitute.com)  
or call 1-800-992-4489.



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# Care and Management of Cultural Items for Tribal Museums and Individuals

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*Perfect for tribal leaders, elders, natural resource managers, museum employees and volunteers, cultural affairs directors and community leaders.*

Do you have items of historical importance to your tribe that you wish to preserve for generations to come? Have you recently established a new community or tribal museum? Are there important artifacts gathering dust on your shelves? Do you want to learn fast, easy and long-term solutions to keep your items of cultural significance protected and preserved? In this class, you'll explore the basics of artifact preservation and learn about low-cost permanent solutions to keep your items protected from pests, temperature and humidity fluctuations, sunlight, dust and damage from handling.

The necessity to preserve culture is a growing concern for many tribal communities, and preserving culturally significant artifacts is one way to ensure that this knowledge is available to

tribes' younger generations. Creating a museum, however, can be a daunting task. Learn about the planning, materials and skills required to manage your community or tribal museum's collections.

In some cases, individuals may themselves possess items of cultural significance that they wish to preserve, especially when funding or community support cannot be mobilized to create a formal museum. Even if you're not employed by a tribal museum, you can be proactive in preserving your items for the future. The skills you'll learn in this exciting course will also make you an excellent candidate for museum volunteer or internship positions!

**Receive a copy of *Caring for American Indian Objects: A Practical and Cultural Guide*.**

## TOPICS INCLUDE

### Basics of Preservation

- Archival and acid-free materials
- Basic and advanced box-making
- Creating mounts
- Preventing and halting damage

- Archival standards
- Collections
- Conservation
- Exhibition planning:
  - Conceptualization

### Housekeeping

- Collections maintenance schedules
- Record keeping:
  - Database creation and maintenance
  - Temporary transmittal forms
  - Loan forms
  - Acquisitions
  - Photo documentation
  - Data input protocol

## Bring a small item you wish to preserve and leave with an archival storage solution and mount!

### Storage Solutions

- Basic needs
- Temporary vs. permanent storage
- Space and climate requirements and fixes
- Organization of collections
- Lids

- Research
- Documentation
- Installation
- Exhibition types:
  - Traveling
  - Permanent
  - Temporary
- Loans

### Dealing with Common Challenges

- Budget restrictions
- Ensuring restricted access
- Pests
- Solutions for items that need to be protected but also used
- Prioritizing your resource allocation

### Policies

- Acquisitions

### Museum Personnel Responsibilities

- Director
- Curator
- Collections manager
- Conservator
- Exhibitions — technicians
- Maintenance
- Admissions

### NAGPRA Basics

### Case Studies

*Topics subject to change.*

#### ON-SITE TRAINING ON YOUR TERMS

Bring this training to your location! Forget about travel costs and time away from work. Visit [www.falmouthinstitute.com](http://www.falmouthinstitute.com) or call 1-800-992-4489, ext. 119 for more information.

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