



9:30-10:00am
Registration

10:00-10:15am
Welcome

10:15-11:00am
**Tricks of the Trade:
An Insider's Guide to
Requesting Museum Loans**

Borrowing objects from museums or other cultural institutions can be a tricky process. This session will address procedures common to most loan requests and deal with common questions such as to whom a loan request letter should be addressed and how far in advance does a loan request need to be made? Other topics that will be covered include how to budget for a loan, loan fees (which can range from non-existent to exorbitant), loan forms, conservation, packing and shipping considerations, condition reports, loan insurance, loans that require a courier and loans included in a traveling exhibition. Session participants will become familiar with loan procedures and learn how to confidently request and manage loans at their own institutions. Presented by Zinnia Willits, Collections Manager, Gibbes Museum of Art.

11:15am-12:00pm
**FIRE! Its Impact on Your
Collections and Your Life**

Join Mary Edna Sullivan, Curator with the Middleton Place Foundation, for an in-depth discussion on how a "minor fire" impacts collections as well as staff. This presentation will include information and images about the fire and damages sustained by the Edmondston-Alston House in October 2007. You'll learn about the never-ending cycle of insurance claims, and tips for surviving the process and being prepared for the next one. Fires can and do happen and there is much to be learned from this incident.

12:00pm-1:00pm
Lunch and Business Meeting

1:15pm-2:00pm
**Historic Preservation
For The Archivist/Curator:
"Being A Good Steward"**

Is your museum or repository located in an historic property? This presentation will look at the basics of historic preservation from the perspective of stewardship, or protecting

properties that are held for the common good. Understanding the property in terms of original construction as well as changes over time will inform decisions about treatment. Assessing the current conditions is critical to preparing a plan for the treatment of your building, and your building is the first line of defense for safeguarding your collections. Presented by Dan Elswick and Kim Robinson, consultants with the South Carolina State Historic Preservation Office.

2:15pm-3:00pm
Building A Digital Collection

Many of us are scanning and photographing collections all the time but have you ever really thought of those tiffs and jpegs as a collection? Emily Gore, Head of Digital Initiatives and IT at Clemson University Libraries, will discuss the fundamentals of project planning, selection, access and preservation as critical steps in building online digital collections.

For conference info & other
PALMCOP news, check out the blog
www.palmcop.org



Palmetto Archives, Libraries, and Museums Council on Preservation

ANNUAL MEETING



November 13, 2008

Artifactually Speaking: collections in Digital, Print, Structural, and Hazard-Prone Worlds

Hosted by SCDAH
8301 Parklane Road
Columbia, SC 29223
803.896.6112

Registration for PALMCOP Annual Meeting

Name: _____

Institution: _____

Address: _____

EMail: _____ Telephone: _____

Registration Fees (lunch and refreshments included). Members \$25 Non-Members \$45 (includes membership)

Send completed form with check payable to PALMCOP to:

PALMCOP/c/o Nic Butler, Treasurer

Charleston County Public Library

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