



LONG-RANGE PRESERVATION PLAN

**THE MINNESOTA HISTORICAL SOCIETY
345 KELLOGG BOULEVARD WEST
SAINT PAUL, MN 55102**

2004

**Updated
January 2010**

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ACKNOWLEDGMENTS

This long range preservation plan is based on the methodology suggested in *Preservation Planning: Guidelines for Writing a Long-range Plan* by Sherelyn Ogden, Head of Conservation. She initiated the development of this plan and drafted this document. Many staff members throughout the Minnesota Historical Society gathered, organized, prioritized, and formatted the massive amount of information that was developed into the long-range plan. Although all the staff members who participated are too numerous to mention individually, several should be recognized. They are: Patrick McCormack, Deputy Director; Michael Fox, Assistant Director – Library and Archives; Maureen Otwell, Assistant Director – Museums; Stacy Allan, Archaeologist II; Marcia Anderson, Head of Museum Collections; Ruth Bauer Anderson, Reference Associate; Tracey Baker, Assistant Head of Reference; Thomas Braun, Objects Conservator; Daniel Cagley, Collections Management Associate; Patrick Coleman, Acquisitions Librarian; Steve Cunat, Microfilm Project Director; James Fogerty, Head of Acquisitions and Curatorial; Ann Frisina, Textile Conservator; Robert Herskovitz, Outreach Conservator; Timothy Herstein, Conservation Assistant, Book/Paper Lab; Robert Horton, Head of State Archives/State Archivist; Bryan Johnson, Conservation Assistant, Book/Paper Lab; Lydia Lucas, Head of Processing; Jean Moberg, Administrative Secretary; Eric Mortenson, Photographer; Kathryn Otto, Head of Reference; Alissa Rosenberg, Reference Associate; Adam Scher, Curator; Bridget Shields, Reference Associate; Paul Storch, Objects Conservator; Brian Szott, Curator of Art; Bridget White, Photo Lab Clerk; Bonnie Wilson, Curator of Sound and Visual Collections; and Craig Wright, Curator of Manuscripts.

EXECUTIVE SUMMARY

The Minnesota Historical Society is a private, non-profit educational and cultural institution established in 1849 to preserve and share Minnesota history. The mission of the Society is to foster among people an awareness of Minnesota history so that they may draw strength and perspective from the past and find purpose for the future. The Conservation Department was created in response to the preservation mandate stated in the institution's mission, and the department's mission, in turn, is to serve the people of Minnesota by preserving material culture that is the physical evidence of the history of the state. The department also preserves the intellectual content of relevant printed materials such as books and newspapers. The purpose of this *Long-Range Preservation Plan* is to guide the Conservation Department in carrying out its mission. The intent is to make the best use of the Society's resources by following a clear plan based on an integration of all collections' needs and on institutional priorities.

Because preservation is mandated in the Society's original charter of 1849, preservation activities of one sort or another have been carried out from the time of the Society's founding. With such a long-standing preservation program, the Society has already accomplished a great deal to preserve its collections. The most critical needs have been met for the majority of materials in the collections. The temperature, relative humidity, air quality and light levels are, for the most part, maintained at acceptable levels, and these levels are monitored and recorded regularly. The majority of storage facilities and containers meet preservation standards, especially those most recently provided. An emergency preparedness plan is in place and other measures have been taken to protect collections from harm caused by emergency situations. Fully equipped conservation laboratories staffed by professionally trained conservators make it possible to carry out a full range of conservation treatment in-house to extend the useful life of collections and to make them available for exhibit.

Nevertheless, a great deal remains to be done.

- The collections have grown, and space is a serious issue for all departments. Overcrowded conditions in some areas threaten the safety of materials both when in storage and when in use.
- Security needs to be enhanced throughout the institution, especially protection from theft. Certain materials are more vulnerable than others, and measures need to be taken to protect them as soon as possible.
- Additional improvements need to be made in the environment, and the electronic monitoring equipment, some of which is more than ten years old, needs to be upgraded or replaced.
- Cold storage needs to be provided for the audio visual collections and furs. Special environmental conditions for certain materials, such as musical instruments, also need to be provided.
- Housekeeping activities need to be stepped up in certain areas, such as those for books, periodicals, and newspapers.
- New methodologies need to be developed for surveying and treating large segments of the collections and for providing suitable storage mounts.
- Issues relating to access to newspapers, the storage and migration of audio visual materials, and the storage of digital media need to be addressed.

The resources needed to meet these needs will come from a combination of the Society's operating budget and outside funding sources.

INTRODUCTION

Institutional Mission

The Minnesota Historical Society is a private, non-profit educational and cultural institution established in 1849 to preserve and share Minnesota history. The mission of the Society is to foster among people an awareness of Minnesota history so that they may draw strength and perspective from the past and find purpose for the future. The mission is carried out by: providing opportunities for people of all ages to learn about the history of Minnesota; collecting and caring for materials that document human life in Minnesota, making them known and accessible to people in Minnesota and beyond; and encouraging and doing research in Minnesota history.

The Conservation Department was created in response to the preservation mandate stated in the institution's mission. The mission of the department, in turn, is to serve the people of Minnesota by preserving material culture that is the physical evidence of the history of the state. The department also preserves the intellectual content of relevant printed materials such as books and newspapers.

The department achieves its mission by providing conservation services to all of the Society's divisions and departments. In order to accomplish this, staff members utilize specialized training and expertise, working in book, paper, textile, and three-dimensional objects conservation laboratories, a microfilm laboratory, and a photography laboratory. Staff members plan and implement preventive conservation measures, perform conservation assessments and treatments, reformat printed material, and undertake educational activities. Also, staff provide advice and technical information to assist other state agencies, museums, historical societies, libraries and archives, as well as the general public, in the preservation of material culture.

Preservation History

Because preservation is mandated in the Society's original charter of 1849, preservation activities of one sort or another have been carried out from the time of the Society's founding. Initially these activities were defined by the various departments or collections they served or by their physical location. As the years passed and organizational shifts occurred, preservation activities were redefined as deemed appropriate at the time. These activities continued to evolve, and records indicate that by the mid 1950's significant investments in equipment were being made. Preservation activities remained scattered across the institution until 1985, when an administrative reorganization brought all the activities together in one Conservation Department. In 1987 the institution's first Head of Conservation was hired, and preservation activities were supervised by a single person for the first time. With the opening of the History Center in 1992, all preservation activities were physically centralized in one location.

With such a long-lasting and active preservation program, the Society has already accomplished a great deal to preserve its collections. Many of these accomplishments are listed in "Preservation Actions To Date" in this document. This list begins with the year 1987, when the

Conservation Department began to function as it does today, and continues to the present time. Even though this list is not inclusive, over 100 accomplishments are listed. Nevertheless a great deal remains to be done, as this long-range plan illustrates.

Plan Purpose

The purpose of the plan is to guide the Conservation Department in carrying out its mission. The intent is to make the best use of the Society's resources by following a clear plan based on an integration of all collections' needs and on institutional priorities. The plan serves as a road map in carrying out preservation actions and in keeping the Society's preservation activities on track. Also, it serves as a tool in fundraising, illustrating that resources are being used in a responsible way to meet the highest priority needs. The plan will be updated regularly to keep it current and to document progress.

The plan does not include all the institution's preservation needs. Instead, it represents only the most pressing ones---the needs that must be addressed first. These needs were identified by staff members at all levels in the institution. These "most pressing" needs were then prioritized by a committee of staff members according to institutional priorities and mission. Once these needs are met, additional preservation needs will be identified, prioritized, and met.

Plan Exclusions

This plan includes all the collections stored at the History Center. Those stored outside the History Center are excluded. Exceptions to this are collections for which preservation was already in planning stages when this document was drafted. Collections stored at 1500 Mississippi Street and other storage facilities are excluded because there is some question at present about which collections will remain stored outside the History Center. This is related, in part, to further questions regarding the renovation of the 1500 Mississippi Street facility and development of the unfinished storage space at the History Center. Collections stored at the Society's historic sites across the state are excluded because of the uncertainty of the future of the sites due to current financial constraints. It is expected that all these collections will be included in an update of this plan once these issues have been resolved.

Plan Organization

The plan is divided into sections that are listed in the "Table of Contents". Each section of the plan is intended to stand alone so that it can be separated from the rest of the plan and used for other purposes, such as grant applications. The plan contains a substantial amount of detailed information. Where possible, tables and lists are employed in order to make this information easily and quickly comprehensible. The plan is intended to be used as a tool or set of guidelines that will aid staff in planning and carrying out their work. Providing information in tables and lists seemed the best way to accomplish this.

Part I of the plan lays out what the institution intends to do and what it has already accomplished. The "Long-Range Preservation Action Plan and Timetable" defines the institution's preservation future. It lists the actions required to preserve the institution's collections, indicates which actions are the most important to take first, and schedules these in the most effective way for achievement. It integrates preservation needs from across the institution into a comprehensive plan for action. It must be emphasized that this action plan can be changed at any time. In fact, it will change as needed, as opportunities and obstacles present themselves. Actions will shift from year to year in response to circumstances that arise. The

“List of Preservation Actions Accomplished to Date” illustrates what has been accomplished on an annual basis and documents progress.

Part II of the plan provides much of the detailed information required by staff to implement the preservation actions listed in Part I. It provides detailed information about collections, the recommended actions, and the resources required to carry out the actions. This detailed information is organized in several different ways to make it more easily retrievable by staff depending upon their particular needs.

Finally

This is a working document that is constantly changing to meet the evolving needs of the Society. Comments and suggestions are invited to make this tool as useful as possible for us all.

PART I

LONG-RANGE PRESERVATION ACTION PLAN AND TIMETABLE

KEY	
OG	On-going
H	High Institutional Priority
M	Medium Institutional Priority
L	Low Institutional Priority

FISCAL YEAR 2010

INSTITUTION WIDE

- Do survey and treatment work for loans and exhibits. (OG)
- Do emergency collections maintenance for all departments. (OG)
- Do WITS work. (OG)
- Do photo services work as assigned. (OG)
- Do microfilming as assigned. (OG)
- Do outreach work. (OG)
- Do mall and other projects at Capitol. (OG)
- Update emergency plan and call list and conduct refresher-training sessions for staff as needed. (OG)
- Update the long-range plan. (OG)
- Update Conservation Department web site. (OG)
- Coordinate conservation outreach throughout the institution. (M)
- Develop an awareness of the role conservation plays in other institutional functions and an understanding of how we can promote ourselves and enhance the Society. (M)
- Develop a list of institutional priority items for emergency salvage. Develop a plan for using it. (H)
- Provide preservation expertise for development of History Center expansion space and visible storage if such storage is implemented. (M)
- Continue transition to digital documentation of conservation treatment to accompany analog documentation. (H)
- Conduct tours of the labs and carry out other activities as requested to promote conservation and the Society to the public. (OG)
- Do on-demand conservation treatment of individual objects. (OG)
- Carry out preventive maintenance activities, such as IPM and environmental monitoring. (OG)
- Train Society staff as needed in how to handle materials. (OG)
- Complete IMLS *Connecting to Collections* planning grant. (H)
- Apply for IMLS *Connecting to Collections* implementation grant. (H)
- Modify ways we accomplish preservation goals in response to staff reductions and institutional reorganizations. (H)

ENVIRONMENT

FILMS AND VIDEOS

- Research and initiate cold storage planning, providing suitable cold storage (below 32 degrees Fahrenheit) for the acetate and nitrate film collections and for the polyester-based film stock. (M)

OBJECTS COLLECTIONS

- Research and initiate cold storage planning, providing cold storage for furs and certain other types of objects. (M)
- Develop a plan for providing suitable storage for musical instruments. (M)

PHOTOGRAPHS

- Research and initiate cold storage planning, providing separate storage for color materials and nitrate/acetates. (M)

STATE ARCHIVES

- Assist in relocation of materials to 1500 Mississippi Ave. as needed. (H)

STORAGE: FACILITIES AND CONTAINERS

ARCHAEOLOGY

- Develop a plan to provide improved (colder) storage for materials where needed. (M)

BOOKS AND PAMPHLETS

- Improve storage of pamphlet collections, many of which are housed in acidic folders and boxes. (L)
- Change oversized shelving that is harming the collections. (M)

FILM AND VIDEOS

- Improve storage conditions and containers for the collection. (M)

MAP COLLECTION

- Enhance protection for brittle maps, especially the approximately 3 cabinets of uncataloged maps. (M)

NEWSPAPER COLLECTION

- Obtain more storage space in Hubbs microform room. (M)
- Obtain more and improved storage space for original copies of bound and boxed newspapers. (M)

OBJECTS COLLECTIONS

- Improve storage mounts as needed for a large percentage of the collections, beginning with those needs already identified and listed. (OG-M)
- Rehouse collection of bobble-head dolls to stabilize them and prevent damage to them in storage.
- Rehouse collection of bank notes.

PERIODICALS

- Obtain more storage space in book stacks for bound periodicals and in microfilm room for microformat titles. (M)

PHOTOGRAPHS

- Improve oversized storage. (M)
- Improve storage of fragile photos. (M)
- Create hanging storage for large framed photographs. (H)

CONSERVATION TREATMENT

ARCHAEOLOGY

- Treat waterlogged materials in wet storage in the objects lab. (M)

ARTWORKS

- Continue to stabilize frames in art collection to presentation level. (H)
- Determine needs of posters and begin to treat. (OG-H)

BOOKS AND PAMPHLETS

- Box 19th century U.S. Docs serial sets, which are in poor condition with red rot. (L)
- Address brittle book problem. (M)

MAP COLLECTION

- Determine needs of USGS maps and decide if they are a priority for treatment. (M)
- Treat territorial maps. (H)
- Assess treatment needs of atlases. (H)

NEWSPAPER COLLECTION

- Make newspaper microfilm collection as complete as possible. (OG)

OBJECTS COLLECTIONS

- Continue flag treatment project. (OG-H)
- Begin to treat items already identified as needing treatment. (M)
- Complete repair of the coffeemaker from the Dahlgren store, replace the broken glass hopper with a new one, and make a protective enclosure for the broken hopper if it can be saved. (H)
- Fabricate upholstery dust covers for items at Ramsey House. (M)
- Complete Phase 2 of the condition survey and documentation of the Society's collection of dresses designed and fabricated by Minnesota dressmakers. (H)
- Stabilize and house the Carlson boxing shoes. (H)
- Stabilize and roll the tennis net donated by Harry Ayer. (H)

PERIODICALS

- Address the microfilming backlog for periodicals. (H)

STATE ARCHIVES

- Identify groups of items that are of high use, high value, or about to be reformatted and determine conservation needs. (M)

SECURITY AND ACCESS

PERIODICALS

- Update Library policy & procedures manual to reflect new security installations (card readers and alarms). Review and revise these policies and procedures periodically to improve security. (M)

HOUSEKEEPING

BOOKS AND PAMPHLETS

- Clean books and shelving. (M)
- Relieve overcrowded conditions that exist in many shelving areas. (M)

PERIODICALS

- Relieve overcrowded conditions that exist in many shelving areas. (M)

STAFF, CONSULTANTS, AND TRAINING

BOOKS AND PAMPHLETS

- Continue to conduct training of reference assistants upon request and as frequently as needed in the general handling of materials. Focus on use of the photocopier explaining which materials cannot be put through the machine and the importance of using the book copier for bound materials.

PROFESSIONAL OUTREACH

BOOKS AND PAMPHLETS

- Collaborate with Reference staff to create bookmarks that educate users in the handling of materials. (H)

MANUSCRIPTS

- Educate users on preservation problems. (M)

STATE ARCHIVES

- Educate local and county historical societies in preservation concerns so they can adequately preserve items that we cannot acquire. (M)

FUNDING

OBJECTS COLLECTIONS

- Develop strategies to obtain new/increased funding from outside sources. (M)

STATE ARCHIVES

- Develop projects that have both a conservation and reformatting (particularly digitizing) component and apply for grant funding. (H)

FISCAL YEAR 2011

INSTITUTION WIDE

- Do survey and treatment work for loans and exhibits. (OG)
- Do emergency collections maintenance for all departments. (OG)
- Do WITS work. (OG)
- Do photo services work as assigned. (OG)
- Do microfilming as assigned. (OG)

- Do outreach work. (OG)
- Do mall and other projects at Capitol. (OG)
- Update emergency plan and call list and conduct refresher-training sessions for staff as needed. (OG)
- Update the long-range plan. (OG)
- Update Conservation Department web site. (OG)

ENVIRONMENT

OBJECTS COLLECTIONS

- Relocate those objects identified for visible storage if this storage is developed. (M)

STATE ARCHIVES

- Improve temperature and relative humidity conditions for audio and videotapes, photographs, and some digital media. (L)

STORAGE: FACILITIES AND CONTAINERS

MAP COLLECTION

- Review existing plan for use and storage of non-microfilmed atlases. (L)
- Review existing plan for use and storage of original insurance volumes (Sanborn). (L)

OBJECTS COLLECTIONS

- Obtain additional storage space for particular collections; these include, but are not limited to, furniture, military uniforms, children's clothing, women's suits, 6-foot rolling storage units for rolled textiles.

PERIODICALS

- Replace poor-quality housings on many older loose titles. (M)

STATE ARCHIVES

- Make new covers for blueprints in acidic cases. (M)

CONSERVATION TREATMENT

ARCHAEOLOGY

- Conserve untreated historic metal objects currently in storage and in lab at Fort Snelling. (L)
- Treat U of M and IMA collections items and materials. (L)

FILM AND VIDEOS

- Migrate all magnetic tapes as needed. (M)

ORAL HISTORY INTERVIEWS

- Migrate all magnetic tapes, not just Oral Histories, as needed. (M)

SECURITY AND ACCESS

BOOKS AND PAMPHLETS

- Identify missing materials. (L)

FUNDING

ORAL HISTORY INTERVIEWS

- Secure funding to study the long-term preservation needs of these materials. (M)

FISCAL YEAR 2012

INSTITUTION WIDE

- Do survey and treatment work for loans and exhibits. (OG)
- Do emergency collections maintenance for all departments. (OG)
- Do WITS work. (OG)
- Do photo services work as assigned. (OG)
- Do microfilming as assigned. (OG)
- Do outreach work. (OG)
- Do mall and other projects at Capitol. (OG)
- Update emergency plan and call list and conduct refresher-training sessions for staff as needed. (OG)
- Update the long-range plan. (OG)
- Update Conservation Department web site. (OG)
- Develop a storage plan for digital media at the History Center. (L)

ENVIRONMENT

MANUSCRIPTS

- Improve temperature and relative humidity conditions for photographs and audio and videotapes, which are currently mixed in with paper materials. (L)

STORAGE: FACILITIES AND CONTAINERS

MANUSCRIPTS

- Replace acidic folders as needed. (L)
- Address storage and cataloging of photos and tapes. (L)

NEWSPAPER COLLECTION

- Shift microfilm in storage vault to accommodate new rolls as they are added and to make retrieval of most heavily used film easier. Shifting will also help identify misfiled rolls of film. (L)

ORAL HISTORY INTERVIEWS

- Clean and rehouse the collection as needed. This may need to be contracted out. (L)

PHOTOGRAPHS

- Create space for 4" x 5" negatives. (L)
- Rehouse 35mm newspaper negatives. (L)

STATE ARCHIVES

- Rehouse items still in acidic enclosures (folders). (L)
- Address storage and cataloging of photos and tapes. (L)

CONSERVATION TREATMENT

MAP COLLECTION

- Determine needs of wall maps and decide if maps are a priority for treatment. (L)
- Do overall survey to prioritize needs of parts of map collection that haven't been surveyed. (L)
- Treat park maps. (L)

NEWSPAPER COLLECTION

- Where possible, replace microfilm of poor quality. (L)

PERIODICALS

- Make microfilm, electronic, or facsimile copies of fragile and heavily used periodicals such as the large-format newspaper-type periodicals. (L)

STATE ARCHIVES

- Address brittle paper problem. (L)

SECURITY AND ACCESS

MANUSCRIPTS

- Address issue of use of non-processed materials. (L)

PERIODICALS

- Identify missing materials. (L)

STATE ARCHIVES

- Provide better protection for confidential items at risk of identity theft. (L)

POLICIES AND PRACTICES

BOOKS AND PAMPHLETS

- Develop a policy and procedure for reevaluating (weeding) material acquired in the past so that limited conservation resources are not spent on inappropriate materials. (L)

FILM AND VIDEOS

- Continue to enhance use practices for the KSTP collection, which does not currently have use copies and also does not have indices or policies written for access. (L)

NEWSPAPER COLLECTIONS

- Enhance access to newspapers by exploring electronic possibilities. (L)

OBJECTS COLLECTIONS

- Deaccession objects where appropriate. (L)

STATE ARCHIVES

- Explore new procedures as we move to new media. (L)

FUNDING

FILM AND VIDEOS

- Secure funding to study the long-term preservation needs of these materials. (L)

List of Preservation Actions Accomplished to Date

These actions are in addition to the regular on-going work of the department.

Action	Fiscal Year
<ul style="list-style-type: none"> • The Camp Ripley battle flags are relocated to preservation-quality storage at the Minnesota History Center. • Funding from the Tawani Foundation for the battle flag project is requested and received. • A “passive” fund-raising campaign to enable the public to contribute to the battle flag project is initiated and contributions are received. • A brochure describing the battle flag project is produced and distributed. • The conservation page of the Society’s web site is expanded with the addition of 26 informational leaflets and 6 podcasts on collections care. • An application for an IMLS <i>Connecting to Collections</i> implementation grant is submitted. • 140 territorial portraits are cleaned, wrapped and boxed for deep storage. • Approximately 30 pieces of Preus wildlife art are unframed, cleaned, photographed, matted, and re-housed. 	2010
<ul style="list-style-type: none"> • 74 prints and over 100 paintings from the Ah-Gwah-Ching collection of WPA art are cleaned, treated as needed, and re-housed. • Approximately 400 panoramas in the Society’s photograph collection are humidified, flattened, treated and encapsulated as needed, and housed in custom-made folders. • 300 Reserve maps are cleaned, encapsulated, and re-folded. • The security of the Reserve map collection is enhanced by moving the maps into the Reserve Room. • The sword collection is surveyed, the swords rearranged in their cabinets as needed and treated, and mounts are prepared for each. • The results of the textile wet cleaning tests are compiled and written up. • Fabrication of reproduction lace curtains for a third room --- the breakfast room --- in the Hill House is completed. • Security is enhanced for books and pamphlets of special value. • The security plan is updated to enhance security and clarify security roles in the library. • A program is developed in collaboration with maintenance staff to clean items on display on an on-going basis. • An IMLS <i>Save America’s Treasures</i> grant to preserve Civil War and Spanish American War battle flags is applied for and awarded. • The Society, the battle flag project, and conservation are promoted to the public through tours, radio interviews, newspaper articles, and press releases. • Custom-made preservation-quality flag storage cases are acquired and installed 	2009

<p>in the textile storage area at the History Center.</p> <ul style="list-style-type: none"> • Legal ownership of battle flags at Camp Ripley is obtained so that they can receive conservation treatment at the History Center. • A flag conservation laboratory is established, staff are hired, equipment and supplies are purchased, and treatment of the battle flags is begun. • The trophies and other silver items in the collections are treated to stabilize them. • The iron lawn ornaments from the LeDuc House are surveyed, cleaned, and stabilized. • Measures are taken to reduce exposure of maps to light as much as possible. • Ways of increasing storage space in the Reserve Room are explored. • A retention policy regarding bulk analytical samples (fire-cracked rock, soil, and flotation samples) is developed. • A standard policy for destructive sampling of collections in accessible form is drafted. • The oversize collections at 1500 Mississippi Ave. are rearranged as much as needed to make the best use of space. • Textile design is researched, specifications are developed, and reproduction drapes are sourced for the Hill House. • Textile design is researched, specifications are developed, and a reproduction carpet is sourced for the Ramsey House. • Specifications are developed, RFPs reviewed, and treatment overseen for wood and leather furniture at the State Capitol. • The emergency plan is expanded to include the Society's historic sites. • Historic site managers are instructed in how to use the emergency plan. • Each historic site is provided with an emergency kit. 	
<ul style="list-style-type: none"> • Approximately 12 items of glass, furniture, and mirrors in the collections are surveyed and treated to remove masking tape labels. • Approximately 50 arts and crafts items (handicrafts) in the collection are surveyed, treated to remove price stickers, and stabilized. • Several hundred Weyerhaeuser books that needed conservation due to heavy use and vandalism are all repaired. • Extensive treatment of selected books in the Society's Lewis and Clark collection is completed. • State funding is secured to implement a project to preserve Civil War and Spanish American War battle flags. • An IMLS <i>Connecting to Collections</i> planning grant is applied for and received. • A state-wide survey and four focus-group meetings are conducted that raise awareness of preservation among Minnesota cultural institutions and help identify the state's preservation needs. • The highest priority state-wide preservation needs and the actions needed to meet the needs are identified and this information is distributed. 	2008
<ul style="list-style-type: none"> • The Long-Range Preservation Plan is updated. 	2007

- The Emergency Preparedness Plan and call list are updated.
- Several measures are introduced to enhance building security for the History Center.
- Monitoring of temperature, relative humidity, and air quality in storage areas is improved by upgrading equipment and changing vendors.
- Special boxing of the Tibetan oral history publications is constructed for presentation to His Holiness the Dalai Lama.
- Thirty-six newly acquired works of art on paper by artist Bob Brown are unframed, surveyed, cleaned, treated as needed, and matted.
- The newly acquired collection of 40 works of art on paper and canvas by artist Mike Lynch are surveyed, cleaned, treated as needed, matted as appropriate, and boxed.
- The survey and basic stabilization of the Society's collection of 741 works of art on paper is completed.
- Treatment of archival and manuscript materials already identified as needing care is continued; approximately another 2,500 pages are treated. The decision is made to discontinue this project since the most pressing needs have been addressed.
- A plan for implementation of digital documentation of conservation treatment that is compatible with the institution's digital asset management plan is developed. The needed equipment is acquired.
- The approximately 50 objects kept in Building 30 (mule barn) are surveyed by the Conservation and Collections Departments to determine their condition and future institutional status.
- The Civil War caisson is put on blocks.
- The mail delivery wagon is conserved.
- The canoe and boat collection (10 objects) is surveyed and rehoused.
- Policies and procedures regarding conservation practices for periodicals are reviewed and are considered acceptable.
- The Security Committee is reconstituted.
- The newly acquired *Stillwater Prison Log Book with Younger Gang Members* receives complete conservation treatment and boxing. The treatment is documented in detail and publicized.
- The newly acquired manuscript *Town Plat of St. Paul*, dated 1849 and believed to be the earliest map of the city, receives complete conservation treatment and rehousing. Treatment is documented and publicized.
- The *Journal of Andrew Ellicott* is rebound and the maps and pages receive extensive surface cleaning and mending.
- A valuable edition of *Neill's History of Minnesota* is repaired retaining the original binding and boxed.
- A collaboration between the Pope County Historical Society and the Minnesota Historical Society is undertaken resulting in an important MHS map of Pope County being cataloged and treated extensively. Photographs are made for both institutions, and the collaboration is publicized.
- Reproduction lace curtains for the library and Mr. Hill's office in the Hill House are fabricated.
- Roller blinds are specified, obtained, and installed where appropriate

throughout the Hill House.

- Elaborate conservation treatment of the Charlotte Hill wedding dress is completed and the dress is placed on temporary display. Treatment involved complete reproduction of the skirt lining and consolidation of the bodice.
- Window seat cushions are installed in the library of the Hill House. Three of these cushions are the conserved originals; the fourth is a reproduction cushion custom-made in-house to replace the missing original.
- The Ann Bancroft collection of Antarctica equipment and gear is treated and rehoused.
- The Will Steger expedition sleeping bag is stabilized and rehoused.
- The decision is made that the creation of a separate Security Manual to address the needs of unbound periodicals is no longer needed due to institutional changes.
- The decision is made that environmental concerns are not an issue for manuscripts in Room 246 because, even with staff reductions, these materials are not in the room sufficiently long waiting to be processed for this to be a problem.
- The decision is made to postpone the printing of 8" X 10" Lee Brother's Portraits due to changing institutional priorities.

- Institutional ongoing activities are carried out.
- Institutional emergency plan is updated and revised to include, along with the History Center, all sites, Mill City Museum, and storage facilities throughout the state.
- High-priority scrapbook materials are identified and stabilized.
- An annual protocol for winterizing and stabilizing the Profiles at the History Center's entrance is developed and implemented.
- The collection of James Taylor Dunn Family papers is surveyed and rehoused.
- The collection of James Taylor Dunn Family silver is surveyed and stabilized.
- The Red Wing pottery collection is cleaned and stabilized.
- Phase 1 is completed of a condition survey and documentation of the Society's collection of dresses designed and fabricated by Minnesota Dressmakers.
- The book *Caring For American Indian Objects / A Practical and Cultural Guide* is distributed to 300 tribal institutions.
- Treatment of archival and manuscript materials already identified as needing care is begun; approximately 2,500 pages are treated.
- A custom-made cart for the safe transportation of large works of art throughout the building is designed and constructed.
- A custom carrying case and comprehensive tool set for use in mounting exhibits at various locations in the History Center and other Society sites is designed and obtained.
- An annual program of on-going monitoring is developed and implemented for the conserved historic metal objects kept in microclimate storage enclosures.
- The Dayton Company delivery wagon is conserved.
- The fabrication of additional mobile vehicle supports for oversized items in the South Stacks at 1500 is completed.

2006

<ul style="list-style-type: none"> • Ongoing activities are carried out. • The Long Range Preservation Plan is implemented. • The Emergency Preparedness Plan is updated. • The book <i>Caring for American Indian Objects/A Practical and Cultural Guide</i> is published. It is nominated for a Minnesota Book Award in the category of General/Nonfiction, and it receives a Merit Award from the American Association for State & Local History. • Grants are obtained from the George A. MacPherson Charitable Trust and the Bay and Paul Foundations in the amount of \$8632 to distribute the above book to 300 tribal institutions. • Storage for art on paper in B120 is improved by the addition of another use/study room and rearrangement of the art. • A survey and basic stabilization of 741 works of art on paper are undertaken. 94 items are treated. • The collection of 150 Audubon Quadrupeds prints is rehoused and stabilized. • Frames on 25 Governor's portraits are cleaned and stabilized. • 4000 books in the Weyerhaeuser Room are surveyed; 160 books that need conservation due to heavy use and vandalism are identified and repair is scheduled. • Highway maps are treated. • Early 20th Century tourist maps are treated. • 66 election maps are treated. • A survey of 600 cases for daguerreotypes, ambrotypes and tintypes is completed and 64 cases are treated. • The Tiffany glass collection is rehoused. • Rehousing of the moccasin collection (90 pairs) is completed. • Rehousing of the collection of 130 bandolier bags is completed. • A regular program of cleaning floors and stairwells in library stack areas is initiated. • Training of reference staff and other Society staff in proper handling of material is enhanced. • 17 albums of the American Crystal Sugar Company are stabilized, including 1,645 photographs. Tape is removed from 200 photos. • 95 pieces from the sheet music collection are treated. • Approximately 112 linear feet of "P" sized photographs are shifted to avoid damage in storage. • A method for determining the needs of the objects collection is developed. • Preservation input for AAM accreditation is provided. • A process for replacing damaged microfilm copies of death certificates is developed. • The decision is made to <i>not</i> address needs of items in the free-standing cabinet in Row 8 of 105.2, which contains prehistoric burial mound objects that may need "spiritual maintenance." These objects have not been given proper attention as they have not been associated with any extant tribal entity. This decision was made because the curator could not to do the cataloging and sorting necessary for the conservation needs to be addressed. 	<p>2005</p>
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<ul style="list-style-type: none"> • The decision is made to wait until a manuscripts curator is hired to re-evaluate the process of making conservation decisions regarding manuscripts during acquisitions. • The decision is made that replacement of poor quality microfilm must be done on an as-needed basis; it cannot be identified in advance because doing this would be time-prohibitive. • Printing of the file copies of the Great Northern Railroad negatives is completed. • The decision is made to postpone surveying the negative collection to identify groups that need preservation and an intermediate copy until there is a photographs curator with the time to do this. • The card reader access panel in the film and video storage vault is repaired. 	
<ul style="list-style-type: none"> • Long-Range Preservation Plan is produced. • The book <i>Caring for American Indian Cultural Objects/A Practical and Cultural Guide</i> is sent to press. • The Emergency Preparedness Plan is updated. • A Health and Safety Coordinator for the department is assigned to monitor, on an on-going basis, use and storage of chemicals and other toxic substances. • Staff publish several articles in professional publications. • A monthly cleaning program for public gallery spaces where artifacts are exposed to the environment is initiated. • Training is provided to several interns and volunteers who are seeking a career in conservation. • Textile lab fabricates storage mounts for the 140 samplers in the collection with the help of a volunteer. • Photo lab completes 2,035 8x10 file prints for the Minneapolis Moline Tractor Company. • Paper lab treats and encapsulates 57 Lafayette Street blue prints. • Paper lab treats and encapsulates 75 panorama maps. • Paper and Book lab removes 23 wallpaper samples from the Le Duc House and treats, encapsulates, and boxes them. An additional 18 samples are treated, encapsulated, and post bound. 	2004
<ul style="list-style-type: none"> • Conservation Department website is redesigned and expanded. • Ramsey House Revitalization project is completed. • Book lab completes project treating wallpaper samples from the Ramsey House. • Paper lab completes treatment, matting, and re-housing of approximately 700 prints by Adolph Dehn. • Paper lab treats Hill House architectural drawings. • Paper lab treats 105 drawings in a sketch book of Edwin Whitefield. • Native American artifacts from the Sibley House are surveyed and moved to upgraded storage conditions at the History Center. • Microfilm Lab acquires and duplicates an additional 550 rolls of Death Records 	2003

<p>for the period 1956-1996.</p> <ul style="list-style-type: none"> • Paper and photo labs complete treatment and photography of 1,005 World War I and II posters. • Microfilm lab completes Death Records microfilming project, having filmed approximately 750 rolls. • Exhibit Materials Handbook is revised. • Saddle and tack collection is rehoused. 	2002
<ul style="list-style-type: none"> • Book lab completes project treating the daguerreotype collection. • History Center Emergency Response Plan is updated and staff training is completed. • Non-aqueous spray deacidification system is installed in paper lab for treating flat paper. • Light bleaching equipment is installed for treating flat paper. • 281 maps from 3 collections are surveyed. • Second full-time objects conservator is added to the staff. • Microfilm lab production results in total holdings exceeding 80,000 rolls of negatives. • Textile lab completes first phase of treatment of Larson collection of handmade work clothing. 	2001
<ul style="list-style-type: none"> • Additional conservators are hired for treatment activities as part of the Ramsey House Revitalization project. • Ancker Doll treatment project is completed. • Seven major sculptures on Capitol Mall are treated. 	2000
<ul style="list-style-type: none"> • Condition survey of more than 13,000 items at the Ramsey House is completed. • Condition survey of entire collection of nitrate and acetate photo negatives is completed. • Conservation outreach program is implemented. • Physical and virtual digital reconstruction of Hannaford Site ceramic vessel is completed. • Survey of conservation needs of University of Minnesota Archaeology Collections documentary materials is completed. 	1999
<ul style="list-style-type: none"> • Major conservation treatment of gilt leather wall covering at Hill House is undertaken and completed. • Conservation Department provides disaster response assistance following a major tornado that caused significant damage in St. Peter and LeCentre, MN. • Photo documentation is accomplished for the Society's collection of panoramic maps. 	1998

<ul style="list-style-type: none"> • Conservation Department conducts institution-wide training for staff on disaster response. • Conservation of Leif Erikson sculpture on Capitol Mall is completed. • Photo Lab completes re-housing of the entire 4x5 negative collection into acid-free sleeves. • Conservation Department provides disaster response assistance to county historical societies and the public in northwest Minnesota to aid in salvage of material culture and family heirlooms affected by the flood of the Red River. The Department installs a toll free phone number and contracts with a conservator to facilitate dissemination of advice and information. 	1997
<ul style="list-style-type: none"> • Custom storage units for rolled textiles are designed in-house, fabricated, and installed. • Project is initiated to treat the Society's daguerreotypes and other cased images. • Maintenance manual is developed for exterior of the State Capitol. • Datalogger environmental monitoring program is expanded to selected historic sites. • Quadriga sculpture is treated and reinstalled on roof of State Capitol. 	1996
<ul style="list-style-type: none"> • A formal system is implemented that allocates available conservation treatment time to all the Society's collections. • Book lab conducts CALIPR survey of library collection. • Disaster/Vandalism Response Plan is completed for outdoor sculpture on Capitol Mall. • Printing is completed of Norton and Peel Class 1 photo negatives and Lee Bros. Studio "commercial" negatives. • Project is begun to treat Larson collection of handmade work clothing. • Textiles collection storage methods, materials, and needs are surveyed. 	1995
<ul style="list-style-type: none"> • Treatment of the Quadriga is investigated, specifications are written, and the project is undertaken by the MN Department of Administration. • Photo lab begins automated developing of film negatives for the Society's collections. 	1994
<ul style="list-style-type: none"> • Microfilming is completed of all bound Minnesota newspapers at the Society. • Conservation Department assists with move of oversized objects in collections from rented space to History Center and 1500 Mississippi Street • Conservation Department participates in testing cleaning techniques for outdoor sculpture and oversees first treatment of outdoor sculpture on the State Capitol Mall, a bronze monument to Christopher Columbus. • A procedure for surveying and treating objects prior to every exhibition is 	1993

<p>implemented.</p> <ul style="list-style-type: none"> • Objects lab completes testing, establishes protocol, and begins treatment of waterlogged material recovered from archaeological excavations in Minneapolis over a decade ago. • Two preservation-oriented photocopiers are purchased for use in the library. <ul style="list-style-type: none"> • Conservation Department moves into new labs at the History Center. • Conservation Department collaborates in preparing collections and subsequently moving them into the new History Center. • Museum and library collections are moved into significantly upgraded storage conditions, which include filtration for gaseous pollutants and temperature and humidity controls. • Luxlog system is implemented that tracks and records light exposure of all light sensitive items on exhibit in the History Center. • Conservation Department implements program for active monitoring of History Center storage environmental conditions. • The Society's first textile conservator starts work; temporary lab is set up at Fort Snelling; lab moves to History Center later in the year. • Participation in NEH-funded U.S. Newspaper project is completed with over 4.1 million new frames of microfilm created, along with duplicate negative and positive copies for every roll of camera film produced. • First time in Society's history that every artifact in new exhibits was surveyed and treated by staff conservators. • An entire assemblage of collections from a Society historic site, Meighan Store in Forestville, is treated and returned to the site. • Paper, objects, and textile conservators collaborate on treatment of one object, a wall map. The project includes photo documentation by the Society's Chief Photographer. • Conservation Department conducts an in-house CAP survey, which is then used as part of a successful NEH Heritage Preservation Program grant, resulting in a \$1,000,000 award for museum collections preservation and documentation. • Library Reserve Collection of Rare books is rehoused into custom protective boxes. 	1992
<ul style="list-style-type: none"> • The Society's first objects conservator is hired; objects lab is created at Fort Snelling; first intern in objects conservation is accepted. • NEH-funded U.S. newspaper project exceeds original objective of 3.2 million frames. • Preservation Outreach Program grant project is successfully completed with second year of activities, including implementation of a program that lends dataloggers to collections-holding institutions throughout Minnesota. • Paper lab implements a program of systematic matting of works of art on paper. • Conservation Department implements a program to test exhibit construction and mount materials so that potentially harmful materials can be identified and eliminated. 	1991

<ul style="list-style-type: none"> • Training in conservation issues is given to library staff. • Contract conservators augment staff conservators for the first time to survey collections for new History Center Exhibits. • Maintenance program in library is upgraded to identify material needing treatment and to send the material to the book lab for work. 	
<ul style="list-style-type: none"> • NEH funded newspaper microfilming project commences. • LCMR grant-funded two-year conservation outreach program begins and the Environmental Test Kit loan program is implemented. • Condition survey begins of early Society-produced microfilm, checking for redox blemishes, scratches, and range of density. • IMLS grant-funded work is completed on preservation of Norton & Peel photo collection. • Project begins to rehouse glass plate negatives. • Project is implemented and completed to copy selected nitrate negatives from the collection. 	1990
<ul style="list-style-type: none"> • Permanent book conservator is hired. • NEH-funded US Newspaper grant is written and funded. • Committee is established to identify, prioritize, and select collections for microfilming. • New deep tank microfilm processor expands and improves lab's capabilities. • Paper lab assumes responsibility for all flat paper treatment and book lab for all bound volumes, regardless of which collection they come from. • Photo documentation is implemented in book lab. • Conservation Department initiates artifact handling training for staff with a series of 5 mini-workshops presented to staff from museum collections, registrar's office, reference, and the exhibits departments. • Disaster Plan is prepared for collections at 690 Cedar St. Blueprints for the MN State Capitol are treated and photographed and use copies are made available for ongoing restoration work at the Capitol. 	1989
<ul style="list-style-type: none"> • A conservation program-trained paper conservator assumes supervision of the paper conservation lab. • Microfilming operations from library and archives are combined and moved to a specially designed space. • IMLS grant-funded work begins on preservation of Norton & Peel photo collection. 	1988
<ul style="list-style-type: none"> • First Head of Conservation is hired and all conservation activities function together under this person for the first time, as intended by the 1985 reorganization. • Archives lab re-houses 125 oversized "A" collections. 	1987

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| <ul style="list-style-type: none">• 621 maps from the map collection are encapsulated.• 498 items from the poster collection are treated, encapsulated, and photo documented with funds from a LCMR grant.• Planning for new conservation labs begins. | |
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PART II

Description of Collections

The collections of the Minnesota Historical Society consist of: the Archaeology Collection, the Art Collection, the Books and Pamphlets Collection, the Film and Video Collection, the Manuscript Collection, the Map Collection, the Newspaper Collection, the Objects Collection, the Oral History Collection, the Periodicals Collection, the Photography Collection, the Sound Recordings Collection, and the State Archives. Each of these collections is described below. The descriptions include information on the size, value, significance, condition, use, and preservation requirements of each collection.

The **Archaeology Collection** is part of Objects Collections (see below). It contains approximately 1,250,000 items recovered, excavated, and collected from various archaeological contexts in Minnesota, encompassing all time periods. It includes accessioned objects owned by the Society as well as objects accepted under repository agreements with other state and federal agencies and not owned by the Society. The materials represented in the collection include: low-fired ceramic pottery; high-fired pottery; glass; animal bones of mammals, birds, reptiles and fish; molluscan shells; wood; metals; and plastics. The collection contains reproductions of pottery vessels composed of low-fired ceramics. Approximately 2,163 cubic feet of field notes are also part of the collection.

All of the archaeology objects are unique and original by virtue of their recovery from archaeological contexts and as such are invaluable and irreplaceable. The majority of the objects were collected from organized excavations and have associated provenience data and records in the collection. In general, this accompanying documentation and field notes are also considered irreplaceable. The objects have both extrinsic and intrinsic value, as well as associational value. Typically, monetary value is not assigned to archaeological collections. Certain objects, however, such as complete projectile points and complete ceramic vessels, have a current actual monetary market value among collectors.

This collection is important to the Society because the objects it contains document material culture spanning the prehistory and history of the State of Minnesota. In addition, the Society has a statutory mandate to collect, study, and preserve the history of the state, and this collection is a significant part of that mandate. The society is also mandated to be the main state repository for archaeological collections.

The overall condition of the collection is good, with the majority of items being stable. The condition of items from the University of Minnesota, however, is not known at this time. The collection is used mostly by researchers and graduate students. Although certain items are used repeatedly, the majority of items are not used. Objects such as projectile points and certain types of pottery are used the most.

Most of the items in the collection should be kept permanently. The field and lab data records should also be preserved permanently. The Society should work with the State Archaeologist to develop a retention schedule for certain of the repository collections, similar to the one utilized by the State Archives, that establishes a process and criteria to be followed when appropriate.

The objects must be preserved in their original state as much as possible. Some objects have been subjected to extensive conservation treatments, such as consolidation, mending, and

reconstruction. The unstable condition of archaeological objects often necessitates the use of intrusive and additive conservation treatments such as these to insure the continued survival of the objects, so the term *original condition* may be somewhat misleading when applied to archaeological collections. Ideally most of the field and lab data records also should be preserved in their original state, but those paper-based records that are deteriorating should be reformatted in order to preserve the data.

The **Art Collection** contains more than 6,000 paintings, drawings, prints, sculpture, and posters collected and preserved for both their aesthetic and historical value. The collection spans the entire history of Minnesota as both a Territory and a State. The artworks, mostly dating from the mid-19th to the mid 20th century, represent Minnesota people and places, and have largely been created by artists who spent significant portions of their careers in Minnesota. As one would expect of a historical society, the Art Collection is especially strong in portraiture and landscapes. It is also strong in art from the Depression era and in 20th century prints.

The monetary value of this collection is difficult to estimate. We are learning that some of the works in our collection are quite valuable. The intrinsic value of representing the cultural heritage and legacy of Minnesota is vast. The collection is also quite rare in that other institutions in the region do not collect in the area as deeply as the Society. The importance of this collection is certain to grow in the decades ahead. Because of this, conservation is crucial.

The vast majority of the art collection is stored in B105.5 (works on paper in Solander boxes), B105.6 (paintings on racks), and B120 (works on paper in flat files). By and large, the collection is in good to excellent condition. Generally speaking, the collection is used in three primary ways: exhibitions – both stand-alone exhibitions organized by the Society at the Hill House and as illustrative material in exhibitions at the History Center; research and study – by both scholars and amateurs; and loans -- to other institutions, locally and nationally.

The art collection should be preserved in perpetuity. Because of the generally good condition of the collection and the intrinsic value and importance placed on the original object in the visual arts, items in the collection should be preserved in their original form.

The collection of **Books and Pamphlets** is considered the most comprehensive collection in existence of printed material relating to Minnesota, its people, and their cultural life. The events, places, and institutions created in the state are fully documented. These materials include significant collections of Canadiana, Upper Midwest history, material on the Mississippi River and Great Lakes, and the First Peoples living in all these areas. The collection also includes volumes of general American history to illuminate and facilitate research on local topics and a large amount of reference material for the same purpose. Materials range in date from the fifteenth century to the present, and they have a broad range in intellectual content from books that influenced generations to ephemeral pamphlets that were intended to be read and thrown away.

The book collection consists of approximately 300,000 titles in 500,000 volumes. Pamphlets are estimated to be about 175,000 items in boxes taking up over 160 cubic feet, or about two ranges of the library stacks. Institutionally pamphlets are treated, both in housing and level of cataloging, in several different ways and are also held in Museum Collections.

The monetary value of individual books and pamphlets ranges from half a million dollars to almost nothing. Many items with no monetary value, however, have great research or exhibit potential and may document aspects of local history that would otherwise be lost or forgotten. Many items in the Society's collections are held only by this institution. They are unique examples. One especially rare part of the collection is the Minnesota Imprints collection, those items printed in the state between 1848 and 1865.

When founded, the first thing the Society set out to do was to build a library collection, with its first expenditure being the purchase of books. Every program and department depends and is built on this foundation. There would be no way to interpret an exhibit, educate a student, or reconstruct an historic site without the information in this collection. These printed materials are fundamental and essential to accomplish the Society's mission.

The condition of the books and pamphlets varies from mint to unusable. Most of the books that were printed in the last half-century are in fair condition with the exception of books that are used heavily. Books from the nineteenth century are especially fragile now, and the library holdings of county histories from the turn of the century are in need of constant repair.

Internal statistics on use indicate an average of about 25,000 requests for books and pamphlets a month. Usage includes photocopying, which is generally harder on a volume than simply reading it. Usage for the pamphlet collection is expected to increase as the pamphlets are made more accessible to the public.

The assumption is that printed material added to the collection from this time forward will be held permanently. Certain materials acquired in the past, however, may need to be reevaluated. Most material should be held in the original format. Considering the rise in scholarship relating to the history of the book (including printing, paper, design, etc), the original is essential. Some areas of the collection, family histories for example, are less important in the original and may be reformatted. General works in American history could be replaced with reprints or reformatted.

The **Film and Video Collection**, also referred to as the **Moving Image Collection**, contains approximately 1,200 items and centers on news and documentary film and videotape produced in Minnesota or by Minnesotans. The KSTP Archives makes up the largest part of this collection, about 70%. In addition to the three million feet of KSTP television news film, the collection contains commercially and independently produced films and videos. Home movies and amateur films are also part of the collection.

The collection's primary value is informational in that it documents events in the lives of Minnesotans. Parts of the collection, especially the KSTP Archives, have connections to other collections at the Society and support research related to those collections. The entire collection has commercial value in that people pay to use the video clips, and we can license and sell parts of it. The Society has copyright over most of the collection, so it is a potential source of significant revenue. There are also possibilities with Internet development where access to these collections could be sold through the Society's website, using streaming video or a similar format. As time goes on, these collections will probably become more valuable, and eventually may even become the first to be accessed, before written records. It seems likely that the Society will collect heavily in this area in the future, since image-based collections probably will be in high demand.

The condition of the collection varies from precarious to pristine. Overall the condition of most items probably falls somewhere in the middle. In general, the Society tries not to collect deteriorated films. Home movies, commercial films, and films used by libraries, however, were usually made from poorer quality film stock, were used hard and thus have many splices, show evidence of red-shift, and were damaged when run through projectors by poorly trained projectionists. Additionally, these types of film were often stored for long periods of time in poor conditions, so they are deteriorated. Even the KSTP Archives contains recycled tapes.

All of our films and videos, with the exception of the KSTP Archives, have use copies and are accessed on a regular basis. Access to the KSTP Archives is requested daily, but this archives has not been adequately processed yet so use is restricted.

The collection should be preserved forever. Even if the collection eventually is migrated to another format, the original tapes should be retained as irreplaceable originals, unless they become so severely deteriorated as to be worthless for preservation of their informational content. A few of the films could be considered artifactual, such as some very early films of American Indians, and should be preserved as long as possible in their current format. Certainly the content should be preserved forever, but the tapes and films themselves eventually may become impossible to retain.

The Society's **Manuscripts** collections, which touch on virtually every topic, are particularly strong in the areas of agriculture, business, the environmental movement, public affairs, and philanthropy. The collections come from every area of the state and relate to both famous and typical citizens and both large and small organizations. Some collections contain materials predating the establishment of the Minnesota Territory in 1849, while others bring the state's history up to date. Some of the collections are very small; others contain tens of millions of documents in thousands of boxes. All told, the Society owns nearly 8,000 separate manuscripts collections totaling over 36,000 cubic feet and nearly 6,000 reels of microfilm, plus photographs and audio and video tapes.

The vast majority of manuscripts are unique and are associated with someone or something in Minnesota. They have great research value. Some of the collections also have substantial monetary value, especially those associated with prominent individuals. Some have intrinsic value, such as those with signatures of important individuals or that contain the sketchbooks of artists. Others have sales income potential, such as the business collections with advertising materials.

The Manuscripts collections support the mission of the Society through their research value. They enable us to serve our constituents by helping them learn about their family history and by being a repository for family history research. Academic researchers and History Day students also make extensive use of these materials. The collections support the work of development, exhibits, and other departments of the Society in providing materials for donor displays and special event displays.

The condition of most of the collections is fairly good. This is because materials are usually not acquired if they are in poor condition. Even though the bulk of the materials are on acidic paper, most of the paper is not brittle. Moldy items and mimeographs that show signs of fading are

copied. Scrapbooks are often dismantled. Many collections include photographs, occasionally with negatives; the Processing Department maintains a complete set of photo and S-V survey forms and adds to it regularly.

Use is not heavy compared to other types of institutions, such as public libraries, with only a small portion of the collections being used at any given time. Nevertheless some materials receive substantial use. This use tends to run in cycles with recent acquisitions and items related to topics currently of public interest receiving the most use. Materials related to family and business history and academic research are used the most. Photographs and audio and video tapes are used more now than in the past. Some items are restricted for a certain period of time and are not used during that time. All the collections tend to get used to some extent because we do not acquire materials that we do not think will be used.

The collections should be preserved in perpetuity, although this can be reconsidered on occasion. For the most part the informational content of the materials is what is most important, so facsimiles are acceptable. Microfilm is the facsimile format of choice. At some point digital copies may be appropriate, either for access or as a revenue stream. Items with intrinsic value, such as those with important signatures or sketchbooks by artists, are the exception to this. The original of these items must be kept.

The **Map Collection**, which contains 40,000 maps and over 2,000 atlases, emphasizes the Minnesota Territory and the state of Minnesota from 1849 to the present. The collection also includes selected maps and atlases of a wider geographic area, encompassing such regions as North America, Canada, the United States, the Great Lakes, and the Mississippi River Valley. The Reserve Collection of rare maps, the oldest of which dates from 1581, documents the exploration of the center of the North American continent.

The maps are an important component of the Society's research offerings, serving as a primary source of information on several topics. For example, they graphically represent the knowledge of Minnesota at a given point in time. They describe transportation routes into this region and show what is known about the local people and their settlements. On the other hand, some maps show what was fervently wished to be true. Also, the maps enhance the research value and potential of the other collections. As with most of the collections, the monetary value of the maps runs the gamut from very high to insignificant.

While the condition of individual maps in the collection varies greatly, the overall condition of the collection appears to be fair. The rare maps have received some care already. The same is true for the panoramic maps. More problematic are the late nineteenth / early twentieth century maps, which are on brittle paper and are stored many to a folder. Wall maps, which have never been treated due to the great time and expense involved, also pose a problem. The collection of USGS maps needs to be surveyed to determine if the maps need treatment and if their housing is appropriate.

The map collection is used for research, with approximately 2000 requests per month, and for exhibitions, and it supplements all other resources. The fire insurance maps are used heavily by state agencies. The plat maps are used for genealogical research.

The original printings of the maps in the collection should be kept permanently. Certain duplicate copies could be de-accessioned. In some cases facsimiles could be made to serve as use copies for frequently requested maps. Alternative formats, such as digitizing, also could help preserve the heavily used parts of the collection.

The **Newspaper Collection** includes over 4,100 titles of newspapers, both dailies and weeklies, as well as those of a specialized nature, that are or have been published in the state. It includes union, religious, neighborhood, school, political, legal, and foreign language (Swedish, Norwegian, German, French, Spanish, Hmong, etc.) newspapers. It also includes *The Minnesota Pioneer*, the first newspaper that was published when Minnesota was established as a territory in 1849. All the newspapers in the collection are microfilmed (nearly 70,000 reels), and the film copy is the one that is used. The originals of only certain newspapers are retained. One example is the newspapers that are designated as part of the *curator's collection*, which includes pre-1870 newspapers; these are stored in acid free boxes that take up nearly two full ranges of space. Another example is 2,750 bound volumes of the Pioneer Press.

The Newspaper Collection is an important one. It supports the mission of the institution to preserve Minnesota history, and it is of enormous research value. It is a unique collection, being the largest collection of Minnesota-published newspapers available for research in one library. For some newspapers the Society holds the only issues still in existence. The monetary value of individual newspapers varies from high to low, depending on the newspaper.

The condition of the microfilm copy of the newspapers varies because the quality of the microfilm varies, with some older film being of poor quality. The originals of newspapers in the *curator's collection* are generally in good condition because the paper is of a high quality. The condition of the bound volumes varies, with brittle paper being the most pressing issue. The newspapers are a heavily and regularly used collection. They are extremely popular with genealogists, and they are also used extensively by students, scholars, and legal researchers.

The newspapers should be kept permanently, although this could perhaps be reevaluated for the non-Minnesota newspapers. The entire collection should continue to be microfilmed and originals of certain other newspapers kept as well for the historic value that they represent. With access to the internet increasing, electronic access to the newspapers may be appropriate.

The **Objects Collections** contain approximately 210,000 items, excluding the Archaeology Collection (see above). These items date from 1,000 years ago to the present and range in size and variety from a political campaign button to a resort cabin. They are organized by categories, or classifications, such as technology, social and cultural activities, arts and crafts, agriculture, textiles, transportation, domestic life, business, leisure, military history, and politics. The Objects Collections document the diversity of life in Minnesota and consist primarily of items made or used in Minnesota and the Upper Midwest. Together the objects help the public and scholars alike understand the lives of Minnesotans across time. Although the collections concentrate on subjects relevant to Minnesota and the Upper Midwest, many also have national and international significance. These include items associated with the Great Northern and the Northern Pacific railroads, the Nonpartisan League, the women's suffrage movement, the fur trade, the supercomputer industries, and the lives of twentieth century workers, artisans, families, women, and ethnic minorities. Several areas of collecting that are particularly noteworthy are the American Indian collection, which is well known for its depth and quality, the textile collection,

which includes the nation's single largest collection of undergarments (Munsingwear, Inc.), the furniture and decorative arts collection, which includes items made by the Handicraft Guild of Minneapolis and furniture and textiles made by George Washington Maher and John Scott Bradstreet, and business materials, which include advertising and products from companies such as 3M, Honeywell, Pillsbury, Control Data Corporation, Northrup King Co., Ken Davis Products, and the Great Northern and the Northern Pacific railroads.

The Objects Collections are critical to the institution because they support its mission of helping people understand Minnesota history and the lives of those who have lived here. The primary value of the collections lies in the items' historical value -- in the stories they tell. In fact, no object is acquired unless it tells more than one story. An item's provenance is of great importance, and the number of items at the Society with a well-documented attribution and provenance is unusually high for an historical society. Although the historical value of items is the most important, some items have great monetary value as well, while others have none. Some items are also valuable for their rarity, such as the American Indian items, or for their uniqueness, such as the Tiger Jack shack or Prince's Purple Rain costume.

The condition of the items varies from good to terrible, with the largest three-dimensional items being in the worst condition, having suffered environmental damage in the past. Suitable storage was a problem for many of these items until they were moved into the History Center or the Mississippi Street facility twelve years ago.

Use varies, with some items being used heavily while others are rarely used. The American Indian, military, and clothing items receive the heaviest use. Most use requests are for publications around the world. Another source of high use is our education department for its children's programs which are augmented with actual items. Exhibitions are another source of use, with 30,000 to 42,000 items being on display at the History Center or at our Sites at all times. Items are also requested by scholars, collectors, artists, and craftspeople who are doing research, and they are used for external and internal tours.

The collections should be kept for as long as possible in conjunction with our agenda to make them accessible. We are committed to readily sharing them with a broad constituency. This commitment influences how we store items, using mounts and containers that are geared toward accessibility, and what we acquire, in that certain types of items that contain unstable materials are not collected. The objects should be preserved in their original form, although some treatments can incorporate modifications; in general, basic stabilization and occasionally some cosmetic work to indicate what an object looked like originally are appropriate. In rare instances a reproduction can be made of items that are used heavily and are fragile, such as a 1,000-year old ceramic pot.

The **Oral History Collection**, which contains nearly 2,000 interviews, is especially strong in the subjects of Minnesota politics, labor, business, and agriculture. Topics with major focus include the farm economy, environmental issues, the resort industry, the power line construction controversy, and ethnic life, focusing on the African-American, Mexican-American, Hmong, and Khmer communities in the state. The collection includes tape recorded interviews, their transcripts, and an increasing number of videotapes.

The collection is of great value to the Society because it documents the history of Minnesotans and their personal stories. Many of the recordings tie into other collections and support them. For example, some of the recordings are of Minnesota artists whose artworks, such as duck decoys, are preserved in Museum Collections. The collection has monetary value because the tapes are unique and people pay to use copies of the recordings, often using the recordings as sound clips for broadcast.

The largest portion of the collection is composed of audiotapes. About 40% were made before 1980. Most of these are cassette tapes, but some are reel-to-reel tapes. The videotape collection is 100% post-1984, and all of the masters were done on "Beta SP" (broadcast quality) videotapes. These tapes were the best quality available at the time they were created, and they have been kept in high quality storage conditions for all of their lifetime. For these reasons, these are considered to be in near ideal condition. The oral history tapes get a good deal of use. History Day is by far the event creating the greatest demand for these recordings, but many of the tapes are used on a regular basis.

The collection should be preserved forever. Even if the recordings are eventually migrated to another format, the original tapes should be retained as irreplaceable originals, unless they become so severely deteriorated as to be worthless for preservation of the information they contain. Many people would like to have the tapes transferred to an electronic format, but there are still serious concerns about the acceptability of this for preservation purposes. Electronic media can be considered as appropriate access tools, but not yet as preservation tools. Most of the oral histories have been transcribed to paper. All oral histories recorded after 1980 have been transcribed. About 30% of those recorded before 1980 have not been transcribed because they have not been cataloged outside of the larger collection of which they are a part. Even when a paper copy exists, however, the magnetic tape is always considered the archival original because the transcript never captures all of the information the tape includes, such as subtle inflections of voice, cadence, etc.

The **Periodicals Collection** includes serial publications such as magazines, scholarly journals, newsletters, bulletins, yearbooks, annual reports, legislative manuals and minutes, catalogs, directories (business, city, telephone, church, and professional), indexes, proceedings, abstracts, and almanacs. These publications are produced by a wide range of companies, organizations, institutions, communities, families, schools, and other entities. The periodicals date from before Minnesota became a state to the present. They number over 70,000 items and exist in many formats: bound volumes, loose issues in folders or boxes, unbound recent issues, microfilm, and microfiche.

The monetary and intrinsic value of the periodicals varies from high to very low. Some have great evidentiary value. All are an important part of the Society's research collections and in some cases may be the only documentation of a company or organization that we have. Periodicals contain important information, images, advertisements, listings, and other content relevant to Minnesota history. Some periodicals are the only trace of fleeting social movements, businesses, and other organizations in the state and provide important documentation not available elsewhere. Some magazines and journals contain rare published articles on obscure topics; sometimes this is the only information available and an important part of research for students and scholars. Periodical indexes are essential tools for researchers to gain access to information in books and archival records at the Society and elsewhere. Periodicals published by

various branches of the Minnesota state government are part of the ultimate legal record of the state and need to be preserved as part of the Society's responsibility as the State Archives of Minnesota.

The condition of the Periodicals Collection varies widely. Much of the collection is in fair to good condition. Some items, such as telephone directories, certain magazines, multi-state gazetteers, and directories are in poor condition due to brittle paper. The bindings of some of the directories and indexes located in the reading rooms of the library are in need of frequent repair due to constant handling. Use varies considerably. Some periodicals are used very rarely, while others are used on a daily basis.

The assumption is that all items should be kept permanently, although some may be re-evaluated occasionally. Most items are important for their informational content only. For those periodicals, copies are acceptable - whether microfilm, facsimile, digital or other format - and in many cases preferable for ease of copying. However, for those items in good condition that receive only light to moderate use, preserving them in their original format may be more appropriate. Some items contain illustrations that are important to preserve forever. For most uses, copies of such materials are adequate for researchers even for these materials. Nevertheless, originals should be preserved for photographic and exhibition purposes.

The **Photography Collection** contains 353,178 photographs, 293 photograph albums, 291 separate photograph collections, 1000 fine art photographs, and both original and copy negatives. It holds examples of every form of photography practiced in Minnesota and nearly every subject that could be photographed here. The collection includes vintage and copy prints from 1850 to the present and fine art photographs from 1950 to the present. Much of the collection is cataloged at the item level and is available on the Visual Resources Database.

The monetary value of individual items varies widely. More important is the value of the collection as an accurate historical record of Minnesota history. Both fine art and historical vintage photos are associated with Minnesota's best photographers. No other Minnesota photo collection of this depth and breadth exists. As a visual record of Minnesota history, the Photography Collection is an essential resource for research and the resulting publications, films, broadcasts, and exhibits. The commercial benefits to the institution are significant and will become increasingly so. The twenty-first century is a visual century and will rely upon visual records to understand history.

The condition of the photographs varies from perfect to seriously deteriorated. Some original prints should be accessible to the public only in copy form. A large portion of the negative collection contains acetate or nitrate film, which raises significant preservation concerns.

The photographs are used for exhibit and research. Virtually every important Minnesota history publication or broadcast since the 1960s has drawn heavily upon this collection. Because of its detailed cataloging, it is easy to search and attracts thousand of users. The demand for photographs from the collection for commercial use is high and is a good source of revenue.

Most of the photos are gifts from Minnesotans to the Society to be held in trust in perpetuity. The print originals should be preserved forever, and most are stable and long lasting. Color materials will pose a challenge, but most photos are black and white at present. Negatives are more

volatile, and some may have to be duplicated to keep them viable. Copies should be made of those that have potential deterioration that could cause them to fall below a usable quality. The originals certainly should be preserved. The society should continue to create access facsimiles. Most individually cataloged photos will eventually be viewable on the Visual Resources Database.

The **Sound Recordings Collection** includes published music of all types, written or performed, by Minnesotans, in addition to speeches, audio books, and radio programs by Minnesotans. The Society is designated by the state legislature to be the official historical repository for music in Minnesota. The collection does not include performance tapes or field tapes. Physically, the collection contains nearly 1,500 cataloged recordings and several different recording formats. Speeches and radio broadcasts are mainly on reel-to-reel tape with some cassette tapes. Music is mainly on vinyl long-play records (LPs), compact disks, and cassette tapes.

The collection is significant because it documents the musical aspect of life in Minnesota, and the kind of music Minnesotans have produced. Although the collection dates back no earlier than about 1940, its greatest value is perhaps as a record of what Minnesota musicians have done. The monetary value of this collection is usually no more than what was paid for the individual items. The Society does not have copyright to most of the music in the collection. Parts of the collection are considered “collectable,” and have some artifactual value; examples are Bob Dylan’s recordings, recent punk/garage band music, and even polka music. Finally, this collection supports other ones at the Society; for example, a musician’s recordings support research of his or her items in Museum Collections. It should be noted that this is not a comprehensive collection; in fact, it is probably one of the least comprehensive collections the Society owns.

In general, the condition of the collection is excellent. LPs can warp and distort, but ours are well stored, so there is low risk of that occurring. Large format 16-inch radio transcription disks are unwieldy and precarious because of their size, but ours are stable and secure. Most of the recordings were acquired as new and unused, although a small percentage was acquired as used. Most visitors do not access the music collection, and it is definitely underused.

For the most part, the collection should be preserved forever. There are a few recordings, mostly those acquired before 1980 when more stringent guidelines regarding the quality and condition of acquisitions were implemented, that could be removed from the collection. For the most part, the collection is best preserved in its original format, as most of these recordings are fairly robust (LPs and compact disks), and the formats that are less robust are relatively few in number (magnetic media). The hardest issue regarding preservation of these recordings is preserving the hardware and equipment necessary to play the recordings, such as reel-to-reel players, turntables, and cassette players.

The **State Archives** contains the historically valuable records of almost 4,000 units of state and local government in Minnesota. These records date from the territorial period to the present day. Because government affects everyone, these records document the fundamental events and aspects of our lives, both routine and extraordinary. The collection is large: 54,743 cubic feet plus 11,853 microfilm reels. Types of items in this collection include correspondence, reports, minutes, memoranda, published records, maps, photographs, architectural drawings, microfilm, sound recordings, ephemera, and videotapes.



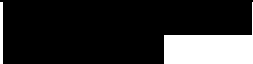


The records vary in monetary value from high to none at all. Some items have intrinsic and associational value. Some are rare. Some have evidentiary value and thus great legal importance in documenting a transaction. Most have significant use value, either for the information they contain or for their sales income potential. This collection is important because it enables the Society to provide an important client service to state government, its largest donor, and to its constituents, particularly genealogists and family historians. It supports the Society's mission by documenting the history of the state and our heritage. It preserves the ultimate legal record of the state. Because the State Archives serves as the Society's records manager, this collection preserves the Society's basic documentation of its business functions.

The condition of the collection varies widely. For the most part, the condition of recently acquired items is good, because now an attempt is made to avoid acquiring items in poor condition. Also, excellent processing procedures insure that only preservation-quality enclosures are used for the storage of items, and potential problems such as rubber bands and rusting paper clips are eliminated. The longer ago our acquisition of items, however, the poorer their condition is, with many needing to be re-housed in preservation-quality enclosures and brittle, acidic paper being a concern. A number of record series include or consist of photographs and/or audio and video tapes; the Processing Department maintains a partial set of photo and S-V survey forms, and adds to it regularly.

In general, use is light or is restricted to copies of originals. The most frequently requested items are microfilmed or digitized. Some items are kept only in the event of a legal need and are not expected to be used. The assumption is that all items should be kept permanently, although some items may be re-evaluated periodically. Most items are valuable for their informational content only, so copies are acceptable. The originals of some items, such as constitutions, are of artifactual significance and must be preserved.

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**
(Needs were identified in 2004)

INSTITUTION-WIDE NEEDS AND ACTIONS

Preservation Needs	Recommended Actions	Resources Required (Include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institutional Priority (H)igh, (M)edium, (L)ow
Do on-going survey and treatment work for loans and exhibits.		Current staff (Cons).	High	High
Do on-going urgent collections maintenance for all departments.		Current staff (Cons).	High	High
Do WITS work.		Current staff (Cons).	High	High
Do on-going mall and other projects at Capitol.		Current staff (Cons).	High	High
Update Conservation Department web site regularly.		Current staff (Cons).	High	High
Update emergency plan and call list regularly and conduct refresher training sessions for staff as needed.		Current staff (Cons).	High	High
Decide if a list of institutional priority items for emergency salvage should be developed.	Call a meeting of appropriate people to discuss issues and make a decision.	Current staff (several departments).	High	High
				
Provide preservation expertise for development of History Center expansion space and visible storage.	Work with Space Needs Committee and Visible Storage Committee.	Current staff (Cons).	High	Medium
Distribute American Indian preservation book.	Work with Society's Press.	Current staff (Cons).	High	High
Same as above	Obtain funding to distribute book free of charge to tribal museums colleges, and cultural centers.	Current staff (Cons, D).	High	High
Develop a storage plan		Current staff (several	Low	Low

for digital media at the History Center.		departments).		
Coordinate conservation outreach throughout the institution.		Current staff (several departments).	Medium	Medium
Develop an awareness of the role conservation plays in other institutional functions and an understanding of how we can promote ourselves and enhance the Society.		Current staff (Cons).	Medium	Medium to Low
Update the long range plan regularly.		Current staff (Cons).	High	High
Fulfill preservation and conservation requirements for AAM accreditation.	Work with accreditation committee.	Current staff (Cons).	High	High

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

ARCHAEOLOGY

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Improve environmental conditions for collections awaiting processing and accessioning at Fort Snelling.	Survey current conditions and assess needs OR Process collections more quickly and move them to the History center.	Current staff (Cons, Sites) and in-house equipment OR Additional volunteers to accomplish processing more quickly.	Medium	Medium
Storage: Facilities and Containers				
Conduct on-going specialized monitoring of already-conserved historic metal objects that are kept in microenvironment storage enclosures.	Set up routine monitoring and maintenance program.	Current staff (Cons, MC) and in-house equipment.	Low	Medium to High
Determine status of University of Minnesota (U of M) and Institute of Minnesota Archaeology (IMA) collections and documentary materials; address acquisition/ownership by the Society, which at present is unclear.	Confirm acquisition and restart funding and planning process. Take necessary action to resolve acquisition/ownership. Review storage recommendations in Sherelyn Ogden's 1999 conservation report for U of M Archaeology Collections Documentary Materials and incorporate in planning process.	Current staff (Cons, MC, AY) to plan and apply for grant funding for storage and rehousing supplies and staffing.	High	High
Free-standing cabinet in Row 8 of 105.2 contains prehistoric burial mound objects that may be in need of "spiritual maintenance"- objects have not been given proper attention as they have not been associated with any extant tribal entity. Address needs of these items.	Survey objects, determine proper spiritual and practical storage needs, and implement.	Current staff (Cons, MC) and outside American Indian consultant with required experience and expertise. Consultant should provide required supplies and offerings, if needed.	High	High
Conservation Treatment				

Conserve untreated historic metal objects currently in storage and in lab at Fort Snelling.	Survey and assess needs; produce treatment proposals; prioritize and schedule treatment.	Current staff(Cons).	Medium	Low to Medium
Treat water-logged materials in wet storage in the objects lab.	Continue on-going treatment to stabilize for collections access and reconstruct objects as needed.	Current staff (Cons).	Medium	Medium
Treat U of M and IMA collections items and materials	Survey items to determine treatment needs, prioritize, and plan the treatment project.	Current staff (Cons).	Medium	Low
Security and Access				
Need to associate excavation sites with object box locations.	Create object records for each object and link object records to boxes.	Current staff (MC) and volunteers.	High	High
Improve security in storage areas for high risk/high value/sacred items.	Develop a plan.	Current staff.	High	High
Housekeeping				
Provide on-going cleaning, monitoring of microenvironments, and regular inventories for comparative collections, which are heavily used.	Create a plan, including development of a housekeeping manual, for accomplishing this.	Current staff (Cons, MC, AY).	Medium	Medium
Policies and Practices				
Develop a retention policy regarding bulk analytical samples (fire-cracked rock, soil and flotation samples).	Survey other institutions, current scientific standards, and practices.	Current staff (MC).	Low	Low
Draft a standard policy for destructive sampling of collections in accessible form.	Survey other institutions' current scientific standards and practices.	Current staff (MC).	Low	Low
Professional Outreach				
Since the Society is a state archaeological repository, assist contributing institutions in properly preparing collections for deposit.	Provide information. Develop and implement outreach classes on collecting, documenting, and preserving archaeological collections. Work more closely with the MN State Archaeologist, Indian Affairs Council, and various County Commissioners.	Current staff(Cons, MC, AY, SHPO); grant funding(amount to be determined) for workshops.	Medium	Medium

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

ART WORKS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Storage: Facilities and Containers				
Reorganize and re-house art on paper in B105.5.	Sort, re-mat and re-house as needed.	Current staff (AC and Cons). Mat board and Solander boxes. Mat board \$4,000. Solander Boxes: 27x\$80.00 = \$2,500.00.	High	High
Re-house collection of Audubon prints.	Replace tissue and divide into more boxes.	Current staff(Cons and AC). Interleaving tissue \$200.00 2 Solander boxes \$600.00	Medium	Medium
Improve storage for Art on paper in B120.	Sort all materials in this room and discard those that are not needed.	Current staff (AC).	High	High
Organize storage for art on paper in B120.	Sort by artist, mat, and re-house as appropriate.	Current staff (Cons and AC). Mat board: \$400.00 Solander boxes: \$900.00 Miscellaneous supplies: \$200.	Medium	Medium
Obtain new space for storage of art on paper in B120.	Develop plan for completion of expansion space in History Center or re-configure a currently existing space.	Current staff.	High	High
Conservation Treatment				
Stabilize 25 frames on Governor's portraits.	Develop a plan to clean and treat as needed.	Current staff (Cons).	High	High
Stabilize frames (100) in art collection to presentation level.	Survey, treat and fit to painting as needed.	Current staff (Cons).	High	High
Perform major conservation on frames (10-15) in art collection.	Survey frames to determine cost and develop a plan.	Outside contractor plus funding (amount to be determined).	High	High
Treat posters as needed.	Evaluate needs to prioritize.	Current staff (Cons, AC).	High	High

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

BOOKS AND PAMPHLETS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Improve monitoring equipment in stacks.	Purchase new equipment.	Current staff (Cons). Approximately \$1000 per unit.	High	High
Storage: Facilities and Containers				
Obtain more storage space. Expand the Reserve Room.	Work with Space Needs Committee.	Current staff (AC,R).	Medium	Medium
Change oversized shelving that is harming the collections.	Determine needs.	Current staff (Cons, AC,R).	Medium	Medium
Improve storage of pamphlet collection, much of which is housed in acidic folders and boxes.	Re-house in acid-free folders and boxes.	Current staff (AC,P) and volunteers. Money for folders and boxes(amount to be determined).	Low	Low
Conservation Treatment				
Identify materials that are vulnerable and in urgent need of conservation attention.	Develop a plan for surveying collections to identify areas that are heavily used and especially fragile and prioritize.	Current staff (Cons).	Medium	Medium
Identify Weyerhaeuser books that need conservation due to heavy use and vandalism.	Develop a plan to accomplish this.	Current staff (Cons, R).	High	High
Box 19 th century U.S. Docs serial sets, which are in poor condition with red rot.		Current staff (Cons) and volunteer. Materials for boxing (cost to be determined).	Low	Low
Address brittle book problem.	Establish a brittle book program to reformat books where the original need not be retained.	Current staff (Cons,AC,R,P).	Medium	Medium
Security and Access				

Identify missing materials.	Regularly inventory holdings. Develop a plan for replacing missing materials.	Current staff (AC,R) and volunteers.	Medium	Low
Check all materials after use for damage and take necessary measures to correct it.	Work with staff to make this a part of standard procedures.	Current staff (R, Cons).	Medium	Medium to Low
Housekeeping				
Clean floors and stairwells in stack areas.		Current staff (Plant management with special arrangements made by Reference staff).	High	High
Clean books and shelving.	Institute program of regular cleaning.	Current staff (Cons,R,AC) and volunteers.	Medium	Medium
Relieve overcrowded conditions that exist in many shelving areas.	Institute program of periodic shifting of books.	Current staff (R).	Medium	Medium
Policies and Practices				
Develop a policy and procedure for reevaluating (weeding) material acquired in the past so that limited conservation resources are not spent on inappropriate materials.		Current staff (AC,R).	Medium	Low
Staff, Consultants, and Training				
Enhance training of reference staff and other Society staff on proper handling of printed material.	Establish a schedule of once-a-year training sessions for staff and review handling policy for researchers.	Current staff (Cons, R).	Medium	High

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

MANUSCRIPTS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Improve temperature and relative humidity conditions for photographs and audio and video tapes, which are currently mixed in with paper materials.	Develop a plan on how to determine quantity of photographs and audio and video tapes and then on how to provide improved storage. Consider relocating items as appropriate.	Current staff (MS and Cons).	Medium	Low
Consider the environmental needs of manuscripts in Room 246 waiting to be processed if processing takes a long time due to staff cut-backs.		Current staff (Cons).	Medium	Medium
Storage: Facilities and Containers				
Replace acidic folders as needed.	Develop a plan for accomplishing this, taking into account general breadth of problem, processing, and conservation issues, amount of supplies needed, and costs.	Current staff (MS and Cons).	High	Low – as needed.
Address storage and cataloging of photos and tapes.	Convene a meeting to determine how to proceed.	Current staff.	Low	Low
Conservation Treatment				
Treat items identified as needing treatment.	Gather existing data on items needing treatment and prioritize and develop a plan for treatment.	Current staff (Cons).	High	Medium
Conserve Mac Martin Advertising Agency material (brittle paper).	Develop a plan taking into account microfilming and digitizing options.	Current staff (Cons).	High	High
Re-evaluate process of making conservation decisions during acquisitions.		Current staff (MS and Cons).	High	High
Security and Access				
Address issue of use of non-processed materials.	Make a policy statement.	Current staff (MS).	High	Low

Professional Outreach				
Educate users on preservation problems.	Develop a show-and-tell exhibit case for the Level B elevator lobby and mount this on the conservation web site as an on-line exhibit. Get a donor to obtain a case.	Current staff (Cons).	Medium	Medium

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

FILM AND VIDEOS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Provide suitable cold storage(below 32 degrees Fahrenheit) for the acetate and nitrate film collections and for the polyester-based film stock.	Survey the collection to find out how much cold storage space is required. Work with Expansion Space Committee. Raise funding to build a cold storage unit/area.	Current staff(AC, Cons). Funding (exact amount to be determined).	High	Medium
Storage: Facilities and Containers				
Improve storage conditions and containers for the collection.	Survey the collection to assess need for cleaning, repair, coring, and rehousing. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals, if appropriate.	Current staff(Cons, AC) and possibly a consultant for planning. Funding to hire a consultant and possibly later a contractor, or one or two staff members to carry out the project in-house(amount to be determined). Special equipment for cleaning films and improved housings, such as splicing supplies (\$100), cores (\$350), and cans (\$4,000).	Medium	Medium
Conservation Treatment				
Migrate all magnetic tapes as needed.	Survey and assess the collection to establish this need. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals, if appropriate.	Current staff(Cons, AC) and possibly a consultant. Funding to hire a consultant and possibly later a contractor, or funding to hire one or two staff members to carry out the project in-house(amount to be determined). Special equipment for migrating magnetic tapes may need to be purchased or rented.	Medium	Medium
Security and Access				
Repair the card reader access panel that is inoperable.	Schedule the repair.		High	High
Policies and Practices				
Enhance use practices for the KSTP collection, which does not currently	Write indices and access policies. Reproduce tapes on an "as-used"	Current staff(AC) for writing indices and policies. Funding for reproduction(currently	Low	Low

<p>have use copies and also does not have indices or policies written for access.</p>	<p>basis. In other words, when a tape is requested, reproduce it at that time.</p>	<p>this is budgeted for in the Acquisitions and Curatorial budget).</p>		
Funding				
<p>Secure funding to study the long-term preservation of these collections, as outlined in the sections above. Note that it is difficult to get grant money for these types of projects unless you can prove that the films you have are unique and not being preserved anywhere else.</p>	<p>Secure grants to achieve these goals. The curator will probably be able to get 12 or so more grants from agencies she has called upon before, such as the National Film Preservation Foundation (a Federal organization). Additionally, grants from the IMLS and the NEH could be applied for. There is also the new National Television Preservation Foundation, but that is private and is still emerging –their board is still being formed, and their funding is not complete.</p>	<p>Current staff(AC, D)</p>	<p>Medium</p>	<p>Low</p>

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

MAP COLLECTION

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Reduce exposure of maps to light.	Rewire lights; consider putting lights on timer.	Electrical work and fixtures.	Medium	Low
Same as above	Provide enclosures for maps and atlases that are not covered.	Materials for enclosures.	Medium	Medium
Storage: Facilities and Containers				
Review existing plan for use and storage of non-microfilmed atlases.	Write it down in a plan.	Current staff (Cons, AC, R).	Medium	Low
Review existing plan for use and storage of original insurance volumes (Sanborn).	Write it down in a plan.	Current staff (Cons, AC, R).	Medium	Low
Assess storage needs for Reserve map collection.		Current staff (Cons, R).	High	Medium
Enhance protection for brittle maps.	Reduce number of brittle maps in a folder. Consider encapsulation.	Current staff (Cons, R) and volunteer.	High	Medium
Security and Access				
Conservation Treatment				
Determine needs of USGS maps and decide if they are a priority for treatment.	Survey maps.	Current staff (Cons, AC,R).	High	Medium to Low
Determine needs of wall maps and decide if maps are a priority for treatment.	Survey maps.	Current staff (Cons, AC,R).	High	Low
Do overall survey to prioritize needs of parts of map collection that haven't been surveyed.		Current staff (Cons, R).	High	Low

Treat park maps	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.	High	Low – on time available basis.
Treat highway maps	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.	High	High – on time available basis.
Treat territorial maps.	Survey and assess needs.	Current staff (Cons).	High	High – on time available basis.
Treat early 20 th Century tourist maps.	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.	High	High – on time available basis.
Treat election maps.	Organize and schedule.	Current staff (Cons). Mylar.	High	High – on time available basis.
Assess treatment needs of atlases.	Survey atlases and develop a plan.	Current staff (Cons, AC, R).	High	High – on time available basis.
Staff, Consultants, and Training				
Develop staff training for handling of large atlases		Current staff (Cons).	High	High

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

NEWSPAPER COLLECTION

Preservation Needs	Recommended Actions	Resources Required (Include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institutional Priority (H)igh, (M)edium, (L)ow
Storage: Facilities and Containers				
Obtain more storage space in Hubbs microform room.	Work with Expansion Space Committee.	Current staff (AC,R).	High	Medium
Obtain more and improved storage space for original copies of bound and boxed newspapers.	Work with Expansion Space Committee.	Current staff (Cons, R, AC).	High	Medium
Shift microfilm in storage vault to accommodate new rolls as they are added and to make retrieval of most heavily used film easier. Shifting will also help identify misfiled rolls of film.		Current staff (Cons) working 3-5 hours per week.	Medium	Low
Conservation Treatment				
Make newspaper microfilm collection as complete as possible.	Microfilm MN newspapers not in our collection that have been located in possession of other individuals and institutions.	Current Staff (R, AC). Funds (amount to be determined) for outsourcing.	High	Medium
Where possible, replace microfilm of poor quality.	If originals are still available, microfilm again.	Current staff (Cons, R, AC). Supplies.	Medium	Low
Same as above.	Copy existing film where service film needs replacement.	Current staff (Cons, R, AC). Supplies.		High – on demand.
Same as above.	Make service copies where we don't have them.	Current staff (Cons, R, AC). Supplies.		High – on demand.
Policies and Practices				
Enhance access to newspapers.	Explore electronic access to newspapers.	Current staff(R, AC, Cons). Funding (amount to be determined).	Low	Low

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

OBJECTS COLLECTIONS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Provide suitable storage for musical instruments.	Survey items, research and identify their HVAC needs, and obtain appropriate cabinet(s) or area for their storage.	Current staff (MC, Cons).	High	High
Provide cold storage for furs and certain other types of objects.	Survey items, identify needs, and develop a plan working with Expansion Space Committee.	Current staff (MC, Cons).	_____	Medium
Rearrange/relocate some collections to make best use of spaces with good HVAC control: <ul style="list-style-type: none"> • Soil samples and fire-cracked rock relocated from HC to 1500; • Proposed deaccession objects relocated from from HC to 1500; • Those objects identified for visible storage; • Oversize collections currently at 1500. 	Develop a plan for accomplishing this, taking into account general breadth of project, processing and conservation issues, amount of supplies needed, and costs; work with Expansion Space Committee.	Current staff (MC, Cons).	_____	Medium
Storage: Facilities and Containers				
Obtain additional storage space for particular collections; these include, but are not limited to, furniture, military uniforms, armaments, edged weapons, flags, children's clothing,	Develop a plan for accomplishing this, working with Expansion Space Committee.	Current staff (MC, Cons).	High	Medium

women's suits, 6-foot rolling storage units for rolled textiles, pipestone objects, Indian pipes and beaded objects.				
Improve storage mounts/conditions as needed for a large percentage of the collections, beginning with those needs already identified and listed.	Prioritize items on list that are already identified as needing improved storage and schedule necessary work; develop a plan to survey all items and identify additional storage needs.	Current staff (Cons, MC).	Medium to High	Medium to High
Conservation Treatment				
Treat items already identified as needing treatment.	Look at existing list of items needing treatment and prioritize and schedule for treatment.	Current staff (Cons, MC).	Medium to High	Medium to High
Determine treatment needs of entire object collection.	Develop a plan for how to conduct treatment surveys of the entire collection.	Current staff (Cons, MC).	High	High
Security and Access				
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Policies and Practices				
Deaccession objects where appropriate.	Identify objects ready for deaccessioning and secure funding to hire staff to do deaccessioning	Current staff (MC) and volunteers.	Low	Low

Funding				
Develop strategies to obtain new/increased funding from outside sources.		Current staff (MC, Cons, D).	_____	Medium

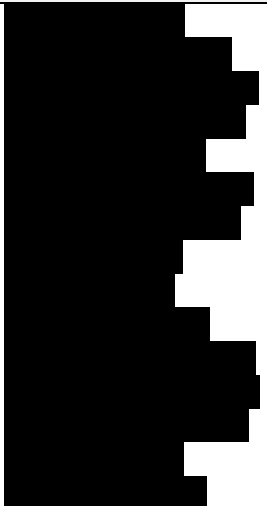



**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

ORAL HISTORY INTERVIEWS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Storage: Facilities and Containers				
Clean and rehouse the collection as needed. This may need to be contracted out.	Survey the collection to assess the need for cleaning and rehousing. Research whether this can be done in-house or if it must be contracted out. Initiate a project to achieve these goals.	Current staff (Cons, AC) and possibly a consultant. Funding to hire a consultant now, if necessary, and later to hire a contractor, or staff to carry out the project in-house (amount to be determined). Funding to purchase or rent special equipment for cleaning magnetic tapes (amount to be determined). Funding to purchase improved housings (amount to be determined).	Medium	Low
Conservation Treatment				
Migrate all magnetic tapes, not just Oral Histories, as needed.	Survey and assess the collection to establish if this is a need. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals.	Current staff (Cons, AC) and perhaps a consultant. Funding to hire a consultant and possibly later a contractor or staff to carry out the project in-house, and to purchase or rent special equipment for migrating magnetic tapes.	Medium	Medium
Funding				
Secure funding to study the long-term preservation of these collections as outlined above.	Write grants to achieve these goals.	Current staff (AC,D).	Medium	Medium

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

PERIODICALS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Improve monitoring equipment in stacks.	Purchase new equipment.	Current staff (Cons). Approximately \$1000 per unit.	High	Medium
Storage: Facilities and Containers				
Obtain more storage space in book stacks for bound periodicals and in microfilm room for microformat titles.	Work with Expansion Space Committee.	Current staff (AC,R).	Medium	Medium
Replace poor-quality housings on many older loose titles.	Survey collection, identify items in need of new housing, re-house in new acid-free enclosures.	Current staff (Cons, AC, R) and volunteers. Money for new enclosures (amount to be determined).	Medium	Medium – as needed.
Conservation Treatment				
Make microfilm, electronic, or facsimile copies of fragile and heavily used periodicals such as the large-format newspaper-type periodicals.	Identify items and estimate number of pages needing copying and develop a plan.	Current staff (Cons, AC,P).	High	Low
Security and Access				
				

Identify missing materials.	Regularly inventory holdings. Develop a plan for replacing missing materials that includes priorities for replacement.	Current staff (AC,R) and volunteers.	Medium	Low
Housekeeping				
Clean floors and stairwells in stack areas.		Current staff (Plant Management with special arrangements made by Reference staff)	High	High
Clean books and shelving.	Institute program of regular cleaning.	Current staff (Cons,R,AC) and volunteers.	Medium	Medium
Relieve overcrowded conditions that exist in many shelving areas.	Institute program of periodic shifting of books.	Current staff(R).	Medium	Medium
Policies and Practices				
All policies and procedures should be regularly reviewed and updated to reflect best conservation practices.		Current staff (R, Cons).	Medium	Medium
Staff, Consultants, and Training				
Enhance regular training of librarians and reference assistants in handling of materials and in identifying materials in need of conservation treatment.	Establish a schedule of training sessions for all librarians and reference assistants and review handling policy for researchers.	Conservation staff for initial training. Reference staff can then integrate recommendations into policies and procedures.	Medium	High
Train / guide researchers in the handling of materials.	Update handling instructions for researchers and, when possible, do one-on-one instruction with new researchers working with original materials.	Current staff (R) .	Medium	High

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

PHOTOGRAPHS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Research and initiate cold storage planning, providing separate storage for color materials and nitrate/acetates.	Work with Expansion Space Committee and include in expanded storage plan.	Current staff (Cons, AC)	High	Medium
Storage: Facilities and Containers				
Improve oversized storage.	Survey storage needs for oversized materials.	Current staff (Cons, AC).	High	Medium
Improve storage of fragile photos.	Develop plan to survey fragile photos of all sizes and to copy and re-house them.	Current staff (Cons, AC, and AV cataloger.)	Medium	Medium
Re-house rolled panoramic photographs.	Develop a system to protect individual photographs.	Current staff (Cons, AC). Volunteer. Materials (to be determined).	Low	Low
Re-house 35 mm newspaper negatives.	Sort and put into sleeves. Label sleeves.	Current staff (AC, Cons). Volunteer.	Low	Low
Create space for 4" x 5" negatives.	Work with Space Needs Committee. Order new cabinets.	Current staff. Money for cabinets (amount to be determine).	Low	Low
Print 8" x 10" Lee Brother's Portraits.	Make file prints and add to VRDB.	Current staff (Cons, AC). Money for supplies (amount to be determined).	Medium	Medium
Conservation Treatment				
Survey negative collection to identify groups that need preservation and an intermediate copy.		Current staff (Cons, C). Allocate money for chemistry and required supplies.	Medium	Medium
Complete treatment of cases for daguerreotypes, ambrotypes and tintypes.	Schedule.	Current staff (Cons, AC).	Medium	High
Complete reglazing and re-sealing of daguerreotypes.	Schedule.	Current staff (Cons). Materials (cost to be determined).	Medium	High
Staff, Consultants, and Training				
Develop training for reference staff and other Society staff in	Develop training program. Establish a training schedule.	Current staff (Cons, AC).	Medium	Medium

handling and storage of deteriorating photos and albums, especially in large mixed media collections.				
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**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

SOUND RECORDINGS

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institution al Priority (H)igh, (M)edium, (L)ow
Environment				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Storage: Facilities and Containers				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Exhibitions				
The Exhibits department typically does not use these recordings, as we do not have copyright over most of them.	None necessary.	None necessary.	Low	Low
Conservation Treatment				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Security and Access				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Housekeeping				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Policies and Practices				
The access policy for these collections could be updated, but use is so low that it is not really justified.	None necessary.	None necessary.	Low	Low
Professional Outreach				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Funding				
Currently these needs are being met.	None necessary.	None necessary.	Low	Low
Staff, Consultants, and Training				
Currently these needs are being met.	See above.	See above.	Low	Low

**SUMMARY OF EACH COLLECTION'S NEEDS & PRIORITIZED
ACTIONS TO MEET THESE NEEDS**

STATE ARCHIVES

Preservation Needs	Recommended Actions	Resources Required (include costs and special staffing, equipment, and space needs)	Collection Priority (H)igh, (M)edium, (L)ow	Institutional Priority (H)igh, (M)edium, (L)ow
Environment				
Improve temperature and relative humidity conditions for audio and video tapes, photographs, and some digital media.	Relocate items as appropriate.	Current staff (AR).	High	Low
Develop a plan to provide improved (cold) storage for these materials.		Current staff (Cons, AR, AC)	Medium	Medium
Storage: Facilities and Containers				
Obtain more storage space.	Develop plan for completion of expansion space in History Center.	Current staff.	High	Medium
Re-house items still in acidic enclosures (folders).	Develop a plan for accomplishing this, taking into account general breadth of problem, processing and conservation issues, amount of supplies needed, and costs.	Current staff (AR).	Low	Low
Address storage and cataloging of photos and tapes.	Convene a meeting to determine how to proceed.	Current staff.	Low	Low
Conservation Treatment				
Identify groups of items that are of high use, high value, or about to be reformatted and determine conservation needs.	Draft a list of these items and determine survey needs so conservation needs can be determined.	Current staff (Cons, AR).	High	Medium
Treat items identified as needing	Look at existing data on items needing treatment	Current staff(Cons).	High	Medium

treatment.	and prioritize and schedule for treatment.			
Address brittle paper problem.	Call a meeting of appropriate people to discuss how to proceed.	Current staff.	Low	Low
Security and Access				
Replace microfilm copies of death certificates that are damaged due to heavy use.	Develop a plan for identifying films that need to be replaced and for replacing them on a regular basis.	Current staff (R, Cons).	High	High
Policies and Practices				
Explore new procedures as we move to new media.		Current staff.	Low	Low
Professional Outreach				
Educate local and county historical societies in preservation concerns so they can adequately preserve items that we cannot acquire.	Develop an archives conservation training program that fits into an overall curriculum for archives management.	Current staff (Cons, AR) plus funding (amount to be determined).	High	Medium
Funding				
Develop projects that have both a conservation and reformatting (particularly digitizing) component and apply for grant funding		Current staff (Cons, AR).	High	High

**PRIORITIZED PRESERVATION NEEDS ORGANIZED BY
CATEGORIES OF NEED**
(Needs were identified in 2004)

PRIORITY = HIGH

KEY			
Cons	Conservation	AY	Archaeology
D	Development	HS	Historic Sites
R	Reference	SHPO	State Historic Preservation Office
MC	Museum Collections	P	Processing
AC	Acquisitions and Curatorial	HR	Human Resources
AR	Archives	AV	Audio Visual

ENVIRONMENT

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Improve monitoring equipment in stacks.	Purchase new equipment.	Current staff (Cons). Approximately \$1000 per unit.

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Provide suitable storage for musical instruments.	Survey items, research and identify their HVAC needs, and obtain appropriate cabinet(s) or area for their storage.	Current staff (MC,Cons).

STORAGE: FACILITIES AND CONTAINERS

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Determine status of University of Minnesota (U of M) and Institute of Minnesota Archaeology(IMA) collections and documentary materials; address acquisition/ownership by the Society, which at present is unclear.	Take necessary action to resolve acquisition/ownership. Confirm acquisition and re-start funding and planning process.	Current staff (Cons, MC, AY) to plan and apply for grant funding for storage and re-housing supplies and staffing.

Free-standing cabinet in Row 8 of 105.2 contains prehistoric burial mound objects that may be in need of “spiritual maintenance”- objects have not been given proper attention as they have not been associated with any extant tribal entity. Address needs of these items.	Survey objects, determine proper spiritual and practical storage needs, and implement.	Current staff (Cons, MC) and outside American Indian consultant with appropriate experience and expertise. Consultant should provide required supplies and offerings, if needed.
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ART WORKS		
Preservation Needs	Recommended Actions	Resources Required
Reorganize and re-house art on paper in B105.5.	Sort, re-mat and re-house as needed.	Current staff (AC and Cons). Mat board: \$4,000. Solander Boxes: 27x\$80.00 = \$2,500.00.
Improve storage for Art on paper in B120.	Sort all materials in this room and discard those that are not needed.	Current staff (AC).
Obtain new space for storage of art on paper in B120.	Work with Expansion Space Committee and/or re-configure a currently existing space.	Current staff.

CONSERVATION TREATMENT

ART WORKS		
Preservation Needs	Recommended Actions	Resources Required
Stabilize 25 frames on Governor’s portraits.	Develop a plan to clean and treat as needed.	Current staff (Cons).
Stabilize frames (100) in art collection to presentation level.	Survey, treat and fit to painting as needed.	Current staff (Cons).
Perform major conservation on frames (10-15) in art collection.	Survey frames to determine cost and develop a plan.	Outside contractor plus funding (amount to be determined).
Treat posters as needed.	Evaluate needs and prioritize.	Current staff (Cons, AC).

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Identify Weyerhaeuser books that need conservation due to heavy use and vandalism.	Develop a plan to accomplish this.	Current staff (Cons, R).
Conserve Mac Martin Advertising Agency material (brittle paper).	Develop a plan taking into account microfilming and digitizing options.	Current staff (Cons).
Re-evaluate process of making conservation decisions during acquisitions.		Current staff (MS and Cons).
Treat highway maps	Conserve and encapsulate.	Current staff (Cons) and volunteer.

		Mylar.
Treat territorial maps.	Survey and assess needs.	Current staff (Cons).
Treat early 20 th Century tourist maps.	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.
Treat election maps.	Organize and schedule.	Current staff (Cons). Mylar.
Assess treatment needs of atlases.	Survey atlases and develop a plan.	Current staff (Cons, AC, R).

NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Where possible, replace microfilm of poor quality.	Copy existing film where service film needs replacement.	Current staff (Cons, R, AC). Supplies.
Same as above	Make service copies where we don't have them.	Current staff (Cons, R, AC). Supplies.

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Determine treatment needs of entire object collection.	Develop a plan for how to conduct treatment surveys of the entire collection.	Current staff (Cons, MC).
Implement flag treatment project if funding is obtained.		Current and outside staff (Cons, MC, HS) and volunteers

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Complete treatment of cases for daguerreotypes, ambrotypes and tintypes.	Schedule.	Current staff (Cons, AC).
Complete reglazing and re-sealing of daguerreotypes.	Schedule.	Current staff (Cons). Materials (cost to be determined).

SECURITY AND ACCESS

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Associate excavation sites with object box locations.	Create object records for each object and link object records to boxes.	Current staff (MC) and volunteers.

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Replace microfilm copies of	Develop a plan for identifying	Current staff (R, Cons).

death certificates that are damaged due to heavy use.	films that need to be replaced and for replacing them on a regular basis.	
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HOUSEKEEPING

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Clean floors and stairwells in stack areas.		Current staff (Plant management with special arrangements made by Reference staff).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Clean floors and stairwells in stack areas.		Current staff (Plant Management with special arrangements made by Reference staff)

FUNDING

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Develop projects that have both a conservation and reformatting (particularly digitizing) component and apply for grant funding		Current staff (Cons, AR).

STAFF, CONSULTANTS, AND TRAINING

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Enhance training of reference staff and other Society staff on proper handling of printed material.	Establish a schedule of once-a-year training sessions for staff and review handling policy for researchers.	Current staff (Cons, R).

MAP COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Develop staff training for handling of large atlases		Current staff (Cons).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Enhance regular training of librarians and reference assistants in handling of materials and in identifying materials in need of conservation treatment.	Establish a schedule of training sessions for all librarians and reference assistants and review handling policy for researchers.	Conservation staff for initial training. Reference staff can then integrate recommendations into policies and procedures.
Train / guide researchers in the handling of materials.	Update handling instructions for researchers and, when possible, do one-on-one instruction with new	Current staff (R) .

	researchers working with original materials.	
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PRIORITY = MEDIUM

ENVIRONMENT

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Improve environmental conditions for collections awaiting processing and accessioning at Fort Snelling.	Survey current conditions and assess needs OR Process collections more quickly and move them to the History center.	Current staff (Cons, HS) and in-house equipment OR Additional volunteers to accomplish processing more quickly.

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required
Provide suitable cold storage (below 32 degrees Fahrenheit) for the acetate and nitrate film collections and for the polyester-based film stock.	Survey the collection to find out how much cold storage space is required. Work with Expansion Space Committee. Raise funding to build a cold storage unit/area.	Current staff (AC, Cons). Funding (exact amount to be determined).

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Consider the environmental needs of manuscripts in Room 246 waiting to be processed if processing takes a long time due to staff cut-backs.		Current staff (Cons).

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Reduce exposure of maps to light.	Provide enclosures for maps and atlases that are not covered.	Materials for enclosures.

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Provide cold storage for furs and certain other types of objects.	Survey items, identify needs, and develop a plan working with Expansion Space Committee.	Current staff (MC, Cons).
Rearrange/relocate some collections to make best use of spaces with good HVAC control: <ul style="list-style-type: none"> • Soil samples and fire-cracked rock relocated from HC to 1500; • Proposed deaccession objects relocated from 	Develop a plan for accomplishing this, taking into account general breadth of project, processing and conservation issues, amount of supplies needed, and costs; work with Expansion Space Committee.	Current staff (MC, Cons).

<p>from HC to 1500;</p> <ul style="list-style-type: none"> • Those objects identified for visible storage; • Oversize collections currently at 1500. 		
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PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Improve monitoring equipment in stacks.	Purchase new equipment.	Current staff (Cons). Approximately \$1000 per unit.

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Research and initiate cold storage planning, providing separate storage for color materials and nitrate/acetates.	Work with Expansion Space Committee and include in expanded storage plan.	Current staff (Cons, AC)

STORAGE: FACILITIES AND CONTAINERS

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Conduct on-going specialized monitoring of already-conserved historic metal objects that are kept in microenvironment storage enclosures.	Set up routine monitoring and maintenance program.	Current staff (Cons, MC) and in-house equipment.

ART WORKS		
Preservation Needs	Recommended Actions	Resources Required
Re-house collection of Audubon prints.	Replace tissue and divide into more boxes.	Current staff(Cons and AC). Interleaving tissue \$200.00 2 Solander boxes \$600.00
Organize storage for art on paper in B120.	Sort by artist, mat, and re-house as appropriate.	Current staff (Cons and AC). Mat board: \$400.00 Solander boxes: \$900.00 Miscellaneous supplies: \$200.

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Obtain more storage space. Expand the Reserve Room.	Work with Expansion Space Committee.	Current staff (AC,R).
Change oversized shelving that is harming the collections.	Determine needs.	Current staff (Cons, AC,R).

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required
Improve storage conditions and containers for the collection.	Survey the collection to assess need for cleaning, repair, coring, and rehousing.	Current staff(Cons, AC) and possibly a consultant for planning. Funding to hire a consultant and possibly later a

	Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals, if appropriate.	contractor, or one or two staff members to carry out the project in-house (amount to be determined). Special equipment for cleaning films and improved housings, such as splicing supplies (\$100), cores (\$350), and cans (\$4,000).
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MAP COLLECTION		
Preservation Needs	Recommended Actions:	Resources Required:
Assess storage needs for Reserve map collection.		Current staff (Cons, R).
Enhance protection for brittle maps.	Reduce number of brittle maps in a folder. Consider encapsulation.	Current staff (Cons, R) and volunteer.

NEWSPAPER COLLECTION		
Preservation Needs:	Recommended Actions	Resources Required
Obtain more storage space in Hubbs microform room.	Work with Expansion Space Committee.	Current staff (AC,R).
Obtain more and improved storage space for original copies of bound and boxed newspapers.	Work with Expansion Space Committee.	Current staff (Cons, R, AC).

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Obtain additional storage space for particular collections; these include, but are not limited to, furniture, military uniforms, armaments, edged weapons, flags, children's clothing, women's suits, 6-foot rolling storage units for rolled textiles, pipestone objects, Indian pipes, and beaded objects.	Develop a plan for accomplishing this, working with Expansion Space Committee.	Current staff (MC, Cons).
Improve storage mounts/conditions as needed for a large percentage of the collections, beginning with those needs already identified and listed.	Prioritize items on list that are already identified as needing improved storage and schedule necessary work; develop a plan to survey all items and identify additional storage needs.	Current staff (Cons, MC).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Obtain more storage space in book stacks for bound periodicals and in microfilm	Work with Expansion Space Committee.	Current staff (AC,R).

room for microformat titles.		
Replace poor-quality housings on many older loose titles.	Survey collection, identify items in need of new housing, re-house in new acid-free enclosures.	Current staff (Cons, AC, R) and volunteers. Money for new enclosures (amount to be determined).

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Improve oversized storage.	Survey storage needs for oversized materials.	Current staff (Cons, AC).
Improve storage of fragile photos.	Develop plan to survey fragile photos of all sizes and to copy and re-house them.	Current staff (Cons, AC, and AV cataloger.)
Print 8" x 10" Lee Brother's Portraits.	Make file prints and add to VRDB.	Current staff (Cons, AC). Money for supplies (amount to be determined).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Obtain more storage space.	Develop plan for completion of expansion space in History Center.	Current staff.

CONSERVATION TREATMENT

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Treat water-logged materials in wet storage in the objects lab.	Continue on-going treatment to stabilize for collections access and reconstruct objects as needed.	Current staff (Cons).

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Identify materials that are vulnerable and in urgent need of conservation attention.	Develop a plan for surveying collections to identify areas that are heavily used and especially fragile and prioritize.	Current staff (Cons).
Address brittle book problem.	Establish a brittle book program to reformat books where the original need not be retained.	Current staff (Cons,AC,R,P).

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required
Migrate all magnetic tapes as needed.	Survey and assess the collection to establish this need. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals, if appropriate.	Current staff(Cons, AC) and possibly a consultant. Funding to hire a consultant and possibly later a contractor, or funding to hire one or two staff members to carry out the project in-house(amount to be determined). Special equipment for migrating magnetic tapes may need to be

		purchased or rented.
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MANUSCRIPTS		
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Preservation Needs	Recommended Actions	Resources Required
Treat items identified as needing treatment.	Gather existing data on items needing treatment and prioritize and develop a plan for treatment.	Current staff (Cons).

MAP COLLECTION		
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Preservation Needs	Recommended Actions	Resources Required
Determine needs of USGS maps and decide if they are a priority for treatment.	Survey maps.	Current staff (Cons, AC,R).

NEWSPAPER COLLECTION		
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Preservation Needs	Recommended Actions	Resources Required
Make newspaper microfilm collection as complete as possible.	Microfilm MN newspapers not in our collection that have been located in possession of other individuals and institutions.	Current Staff (R, AC). Funds (amount to be determined) for outsourcing.

OBJECTS COLLECTIONS		
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Preservation Needs	Recommended Actions	Resources Required
Treat items already identified as needing treatment.	Look at existing list of items needing treatment and prioritize and schedule for treatment.	Current staff (Cons, MC).

ORAL HISTORY INTERVIEWS		
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Preservation Needs	Recommended Actions	Resources Required
Migrate all magnetic tapes, not just Oral Histories, as needed.	Survey and assess the collection to establish if this is a need. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals.	Current staff (Cons, AC) and perhaps a consultant. Funding to hire a consultant and possibly later a contractor or staff to carry out the project in-house, and to purchase or rent special equipment for migrating magnetic tapes.

PHOTOGRAPHS		
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Preservation Needs	Recommended Actions	Resources Required
Survey negative collection to identify groups that need preservation and an intermediate copy.		Current staff (Cons, AC). Allocate money for chemistry and required supplies.

STATE ARCHIVES		
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Preservation Needs	Recommended Actions	Resources Required
Identify groups of items that are of high use, high value, or	Draft a list of these items and determine survey needs so	Current staff (Cons, AR).

about to be reformatted and determine conservation needs.	conservation needs can be determined.	
Treat items identified as needing treatment.	Look at existing data on items needing treatment and prioritize and schedule for treatment.	Current staff(Cons).

SECURITY AND ACCESS

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]
Check all materials after use for damage and take necessary measures to correct it.	Work with staff to make this a part of standard procedures.	Current staff (R, Cons).
[REDACTED]	[REDACTED]	[REDACTED]

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
[REDACTED]	[REDACTED]	[REDACTED]

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
[REDACTED]	[REDACTED]	[REDACTED]

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PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required

HOUSEKEEPING

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Provide on-going cleaning, monitoring of microenvironments, and regular inventories for comparative collections, which are heavily used.	Create a plan, including development of a housekeeping manual, for accomplishing this.	Current staff (Cons, MC, AY).

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Clean books and shelving.	Institute program of regular cleaning.	Current staff (Cons,R,AC) and volunteers.
Relieve overcrowded conditions that exist in many shelving areas.	Institute program of periodic shifting of books.	Current staff (R).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Clean books and shelving.	Institute program of regular cleaning.	Current staff (Cons,R,AC) and volunteers.
Relieve overcrowded conditions that exist in many shelving areas.	Institute program of periodic shifting of books.	Current staff(R).

POLICIES AND PRACTICES

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
All policies and procedures should be regularly reviewed and updated to reflect best conservation practices.		Current staff (R, Cons).

PROFESSIONAL OUTREACH

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Since the Society is a state archaeological repository, assist contributing institutions in properly preparing collections for deposit.	Provide information. Develop and implement outreach classes on collecting, documenting, and preserving archaeological collections. Work more closely with the MN State Archaeologist, Indian Affairs Council, and various County Commissioners.	Current staff(Cons, MC, AY, SHPO); grant funding(amount to be determined) for workshops.

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Educate users on preservation problems.	Develop a show-and-tell exhibit case for the Level B elevator lobby and mount this on the conservation web site as an on-line exhibit. Get a donor to obtain a case.	Current staff (Cons).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Educate local and county historical societies in preservation concerns so they can adequately preserve items that we cannot acquire.	Develop an archives conservation training program that fits into an overall curriculum for archives management.	Current staff (Cons, AR) plus funding (amount to be determined).

FUNDING

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Develop strategies to obtain new/increased funding from outside sources.		Current staff (MC, Cons, D).

ORAL HISTORY INTERVIEWS		
Preservation Needs	Recommended Actions	Resources Required
Secure funding to study the long-term preservation of these collections.	Write grants to achieve these goals.	Current staff (AC,D).

STAFF, CONSULTANTS, AND TRAINING

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Develop training for reference staff and other Society staff in	Develop training program. Establish a training schedule.	Current staff (Cons, AC).

handling and storage of deteriorating photos and albums, especially in large mixed media collections.		
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PRIORITY = LOW

ENVIRONMENT

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Improve temperature and relative humidity conditions for photographs and audio and video tapes, which are currently mixed in with paper materials.	Develop a plan on how to determine quantity of photographs and audio and video tapes and then on how to provide improved storage. Consider relocating items as appropriate.	Current staff (AC and Cons).

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Reduce exposure of maps to light.	Rewire lights; consider putting lights on timer.	Electrical work and fixtures.

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Improve temperature and relative humidity conditions for audio and video tapes, photographs, and some digital media.	Relocate items as appropriate.	Current staff (AR).

STORAGE: FACILITIES AND CONTAINERS

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Improve storage of pamphlet collection, much of which is housed in acidic folders and boxes.	Re-house in acid-free folders and boxes.	Current staff (AC,P) and volunteers. Money for folders and boxes(amount to be determined).

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Replace acidic folders as needed.	Develop a plan for accomplishing this, taking into account general breadth of problem, processing, conservation issues, amount of supplies needed, and costs.	Current staff (AC and Cons).
Address storage and cataloging of photos and tapes.	Convene a meeting to determine how to proceed.	Current staff.

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Review existing plan for use and storage of non-microfilmed atlases.	Write it down in a plan.	Current staff (Cons, AC, R).

Review existing plan for use and storage of original insurance volumes (Sanborn).	Write it down in a plan.	Current staff (Cons, AC, R).
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NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Shift microfilm in storage vault to accommodate new rolls as they are added and to make retrieval of most heavily used film easier. Shifting will also help identify misfiled rolls of film.		Current staff (Cons) working 3-5 hours per week.

ORAL HISTORY INTERVIEWS		
Preservation Needs	Recommended Actions	Resources Required
Clean and rehouse the collection as needed. This may need to be contracted out.	Survey the collection to assess the need for cleaning and rehousing. Research whether this can be done in-house or if it must be contracted out. Initiate a project to achieve these goals.	Current staff (Cons, AC) and possibly a consultant. Funding to hire a consultant now, if necessary, and later to hire a contractor, or staff to carry out the project in-house (amount to be determined). Funding to purchase or rent special equipment for cleaning magnetic tapes (amount to be determined). Funding to purchase improved housings (amount to be determined).

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Re-house rolled panoramic photographs.	Develop a system to protect individual photographs.	Current staff (Cons, AC). Volunteer. Materials (to be determined).
Re-house 35 mm newspaper negatives.	Sort and put into sleeves. Label sleeves.	Current staff (AC, Cons). Volunteer.
Create space for 4" x 5" negatives.	Work with Space Needs Committee. Order new cabinets.	Current staff. Money for cabinets (amount to be determined).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Re-house items still in acidic enclosures (folders).	Develop a plan for accomplishing this, taking into account general breadth of problem, processing and conservation issues, amount of supplies needed, and costs.	Current staff (AR).
Address storage and cataloging of photos and tapes.	Convene a meeting to determine how to proceed.	Current staff.

CONSERVATION TREATMENT

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Conserve untreated historic metal objects currently in storage and in lab at Fort Snelling.	Survey and assess needs; produce treatment proposals; prioritize and schedule treatment.	Current staff(Cons).
Treat U of M and IMA collections items and materials.	Survey items to determine treatment needs, prioritize, and plan the treatment project.	Current staff (Cons).

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Box 19 th century U.S. Docs serial sets, which are in poor condition with red rot.		Current staff (Cons) and volunteers. Materials for boxing (cost to be determined).

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Determine needs of wall maps and decide if maps are a priority for treatment.	Survey maps.	Current staff (Cons, AC,R).
Do overall survey to prioritize needs of parts of map collection that haven't been surveyed.		Current staff (Cons, R).
Treat park maps	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.

NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Where possible, replace microfilm of poor quality.	If originals are still available, microfilm again.	Current staff (Cons, R, AC). Supplies.

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Make microfilm, electronic, or facsimile copies of fragile and heavily used periodicals such as the large-format newspaper-type periodicals.	Identify items and estimate number of pages needing copying and develop a plan.	Current staff (Cons, AC,P).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Address brittle paper problem.	Call a meeting of appropriate staff members to discuss how to proceed.	Current staff.

SECURITY AND ACCESS

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Address issue of use of non-processed materials.	Prepare a policy statement.	Current staff (AC).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Identify missing materials.	Regularly inventory holdings. Develop a plan for replacing missing materials that includes priorities for replacement.	Current staff (AC,R) and volunteers.

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
[REDACTED]	[REDACTED]	[REDACTED]

POLICIES AND PRACTICES

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Develop a retention policy regarding bulk analytical samples (fire-cracked rock, soil, and flotation samples).	Survey other institutions, current scientific standards, and practices.	Current staff (MC).
Draft a standard policy for destructive sampling of collections in accessible form.	Survey other institutions' current scientific standards and practices.	Current staff (MC).

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Develop a policy and procedure for reevaluating (weeding) material acquired in the past so that limited conservation resources are not spent on inappropriate materials.		Current staff (AC,R).

FILM AND VIDEO		
Preservation Needs	Recommended Actions	Resources Required
Enhance use practices for the KSTP collection, which does not currently have use copies and also does not have indices or policies written for access.	Write indices and access policies. Reproduce tapes on an "as-used" basis. In other words, when a tape is requested, reproduce it at that time.	Current staff(AC) for writing indices and policies. Funding for reproduction(currently this is budgeted for in the Acquisitions and Curatorial budget).

NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Enhance access to newspapers.	Explore electronic access to newspapers.	Current staff(R, AC, Cons). Funding (amount to be determined).

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Deaccession objects where appropriate.	Identify objects ready for deaccessioning and secure funding to hire staff to do deaccessioning.	Current staff (MC) and volunteers.

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Explore new procedures as we move to new media.		Current staff.

FUNDING

FILM AND VIDEO		
Preservation Needs	Recommended Actions	Resources Required
Secure funding to study the long-term preservation of these collections.	Secure grants to achieve these goals.	Current staff(AC, D)

**PRIORITIZED PRESERVATION NEEDS ORGANIZED BY
COLLECTION OR GROUPS OF ITEMS**
(Needs were identified in 2004)

KEY			
Cons	Conservation	AY	Archaeology
D	Development	HS	Historic Sites
R	Reference	SHPO	State Historic Preservation Office
MC	Museum Collections	P	Processing
AC	Acquisitions and Curatorial	HR	Human Resources
AR	Archives	AV	Audio Visual

PRIORITY = HIGH

INSTITUTION WIDE		
Preservation Needs	Recommended Actions	Resources Required
Do on-going survey and treatment work for loans and exhibits.		Current staff (Cons).
Do on-going emergency collections maintenance for all departments.		Current staff (Cons).
Do WITS work.		Current staff (Cons).
Do on-going mall and other projects at Capitol.		Current staff (Cons).
Decide if a list of institutional priority items for emergency salvage should be developed.	Call a meeting of appropriate people to discuss issues and make a decision.	Current staff (several departments).
Update emergency plan and call list regularly and conduct refresher training sessions for staff as needed.		Current staff (Cons).
Update the long range plan regularly.		Current staff (Cons).
Update Conservation Department web site regularly.		Current staff (Cons).
Distribute American Indian preservation book.	Work with Society's Press.	Current staff (Cons).
Same as above	Obtain funding to distribute book free of charge to tribal colleges, museums, and cultural centers.	Current staff (Cons, D).
Fulfill preservation requirements for AAM accreditation.	Work with accreditation committee.	Current staff (Cons).

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Determine status of University of Minnesota (U of M) and Institute of Minnesota Archaeology (IMA) collections and documentary materials; address acquisition/ownership by the Society, which at present is unclear.	Take necessary action to resolve acquisition/ownership. Confirm acquisition and re-start funding and planning process.	Current staff (Cons, MC, AY) to plan and apply for grant funding for storage and re-housing supplies and staffing.
Free-standing cabinet in Row 8 of 105.2 contains prehistoric burial mound objects that may be in need of "spiritual maintenance"- objects have not been given proper attention as they have not been associated with any extant tribal entity. Address needs of these items.	Survey objects, determine proper spiritual and practical storage needs, and implement.	Current staff (Cons, MC) and outside American Indian consultant with appropriate experience and expertise. Consultant should provide required supplies and offerings, if needed.
Security and Access		
Associate excavation sites with object box locations.	Create object records for each object and link object records to boxes.	Current staff (MC) and volunteers.
Improve security in storage areas for high risk/high value/sacred items.	Develop a plan.	Current staff.

ART WORKS		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Reorganize and re-house art on paper in B105.5.	Sort, re-mat and re-house as needed.	Current staff (AC and Cons). Mat board: \$4,000. Solander Boxes: 27x\$80.00 = \$2,500.00.
Obtain new space for storage of art on paper in B120.	Work with Expansion Space Committee and/or re-configure a currently existing space.	Current staff.
Conservation Treatment		
Stabilize 25 frames on Governor's portraits.	Develop a plan to clean and treat as needed.	Current staff (Cons).
Stabilize frames (100) in art collection to presentation level.	Survey, treat and fit to painting as needed.	Current staff (Cons).
Perform major conservation on frames (10-15) in art collection.	Survey frames to determine cost and develop a plan.	Outside contractor plus funding (amount to be determined).
Treat posters as needed.	Evaluate needs and prioritize.	Current staff (Cons, AC).

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Improve monitoring equipment in stacks.	Purchase new equipment.	Current staff (Cons). Approximately \$1000 per unit.
Conservation Treatment		
Identify Weyerhaeuser books that need conservation due to heavy use and vandalism.	Develop a plan to accomplish this.	Current staff (Cons, R).
Housekeeping		
Clean floors and stairwells in stack areas.		Current staff (Plant management with special arrangements made by Reference staff).
Staff, Consultants, and Training		
Enhance training of reference staff and other Society staff on proper handling of printed material.	Establish a schedule of once-a-year training sessions for staff and review handling policy for researchers.	Current staff (Cons, R).

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required
Security and Access		

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Conserve Mac Martin Advertising Agency material (brittle paper).	Develop a plan taking into account microfilming and digitizing options.	Current staff (Cons).
Re-evaluate process of making conservation decisions during acquisitions.		Current staff (AC and Cons).

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Treat highway maps	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.
Treat territorial maps.	Survey and assess needs.	Current staff (Cons).
Treat early 20 th Century tourist maps.	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.
Treat election maps.	Organize and schedule.	Current staff (Cons). Mylar.
Assess treatment needs of atlases.	Survey atlases and develop a plan.	Current staff (Cons, AC, R).
Staff, Consultants, and Training		
Develop staff training for handling of large atlases.		Current staff (Cons).

NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Where possible, replace microfilm of poor quality.	Copy existing film where service film needs replacement.	Current staff (Cons, R, AC). Supplies.
Same as above.	Make service copies where we don't have them.	Current staff (Cons, R, AC). Supplies.

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Provide suitable storage for musical instruments.	Survey items, research and identify their HVAC needs, and obtain appropriate cabinet(s) or area for their storage.	Current staff (MC,Cons).
Conservation Treatment		
Determine treatment needs of entire object collection.	Develop a plan for how to conduct treatment surveys of the entire collection.	Current staff (Cons, MC).
Implement flag treatment project if funding is obtained.		Current and outside staff (Cons, MC, HS), and volunteers.

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Housekeeping		
Clean floors and stairwells in stack areas.		Current staff (Plant Management with special arrangements made by Reference staff)
Staff, Consultants, and Training		
Enhance regular training of librarians and reference assistants in handling of materials and in identifying materials in need of conservation treatment.	Establish a schedule of training sessions for all librarians and reference assistants and review handling policy for researchers.	Conservation staff for initial training. Reference staff can then integrate recommendations into policies and procedures.
Train / guide researchers in the handling of materials.	Update handling instructions for researchers and, when possible, do one-on-one instruction with new researchers working with original materials.	Current staff (R) .

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Complete treatment of cases for daguerreotypes, ambrotypes and tintypes.	Schedule.	Current staff (Cons, AC).
Complete reglazing and re-sealing of daguerreotypes.	Schedule.	Current staff (Cons). Materials (cost to be determined).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Security and Access		
Replace microfilm copies of death certificates that are damaged due to heavy use.	Develop a plan for identifying films that need to be replaced and for replacing them on a regular basis.	Current staff (R, Cons).
Funding		
Develop projects that have both a conservation and reformatting (particularly digitizing) component and apply for grant funding		Current staff (Cons, AR).

PRIORITY = MEDIUM

INSTITUTION-WIDE NEEDS AND ACTIONS		
Preservation Needs	Recommended Actions	Resources Required
[REDACTED]	[REDACTED]	[REDACTED]
Provide preservation expertise for development of History Center expansion space and visible storage.	Work with Expansion Space Committee and Visible Storage Committee.	Current staff (Cons).
Coordinate conservation outreach throughout the institution.		Current staff (several departments).
Develop an awareness of the role conservation plays in other institutional functions and an understanding of how we can promote ourselves and enhance the Society.		Current staff (Cons).

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Improve environmental conditions for collections awaiting processing and accessioning at Fort Snelling.	Survey current conditions and assess needs OR Process collections more quickly and move them to the History center.	Current staff (Cons, HS) and in-house equipment OR Additional volunteers to accomplish processing more quickly.
Storage: Facilities and Containers		
Conduct on-going specialized monitoring of already-conserved historic metal objects that are kept in microenvironment storage enclosures.	Set up routine monitoring and maintenance program.	Current staff (Cons, MC) and in-house equipment.
Conservation Treatment		
Treat water-logged materials in wet storage in the objects lab.	Continue on-going treatment to stabilize for collections access and reconstruct objects as needed.	Current staff (Cons).
Housekeeping		
Provide on-going cleaning, monitoring of microenvironments, and regular inventories for comparative collections, which are heavily used.	Create a plan, including development of a housekeeping manual, for accomplishing this.	Current staff (Cons, MC, AY).
Professional Outreach		
Since the Society is a state archaeological repository, assist	Provide information. Develop and implement outreach classes	Current staff(Cons, MC, AY, SHPO); grant funding(amount to

contributing institutions in properly preparing collections for deposit.	on collecting, documenting, and preserving archaeological collections. Work more closely with the MN State Archaeologist, Indian Affairs Council, and various County Commissioners.	be determined) for workshops.
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ART WORKS		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Re-house collection of Audubon prints.	Replace tissue and divide into more boxes.	Current staff(Cons and AC). Interleaving tissue \$200.00 2 Solander boxes \$600.00
Organize storage for art on paper in B120.	Sort by artist, mat, and re-house as appropriate.	Current staff (Cons and AC). Mat board: \$400.00 Solander boxes: \$900.00 Miscellaneous supplies: \$200.

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Obtain more storage space. Expand the Reserve Room.	Work with Expansion Space Committee.	Current staff (AC,R).
Change oversized shelving that is harming the collections.	Determine needs.	Current staff (Cons, AC,R).
Conservation Treatment		
Identify materials that are vulnerable and in urgent need of conservation attention.	Develop a plan for surveying collections to identify areas that are heavily used and especially fragile and prioritize.	Current staff (Cons).
Address brittle book problem.	Establish a brittle book program to reformat books where the original need not be retained.	Current staff (Cons,AC,R,P).
Security and Access		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Check all materials after use for damage and take necessary measures to correct it.	Work with staff to make this a part of standard procedures.	Current staff (R, Cons).
Housekeeping		
Clean books and shelving.	Institute program of regular cleaning.	Current staff (Cons,R,AC) and volunteers.
Relieve overcrowded conditions that exist in many shelving areas.	Institute program of periodic shifting of books.	Current staff (R).

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Provide suitable cold storage(below 32 degrees Fahrenheit) for the acetate and nitrate film collections and for the polyester-based film stock.	Survey the collection to find out how much cold storage space is required. Work with Expansion Space Committee. Raise funding to build a cold storage unit/area.	Current staff(AC, Cons). Funding (exact amount to be determined).
Storage: Facilities and Containers		
Improve storage conditions and containers for the collection.	Survey the collection to find out how much cold storage space is required. Work with Expansion Space Committee. Raise funding to build a cold storage unit/area.	Current staff(AC, Cons). Funding (exact amount to be determined).
Improve storage conditions and containers for the collection.	Survey the collection to assess need for cleaning, repair, coring, and rehousing. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals, if appropriate.	Current staff(Cons, AC) and possibly a consultant for planning. Funding to hire a consultant and possibly later a contractor, or one or two staff members to carry out the project in-house(amount to be determined). Special equipment for cleaning films and improved housings, such as splicing supplies (\$100), cores (\$350), and cans (\$4,000).
Conservation Treatment		
Migrate all magnetic tapes as needed.	Survey and assess the collection to establish this need. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals, if appropriate.	Current staff(Cons, AC) and possibly a consultant. Funding to hire a consultant and possibly later a contractor, or funding to hire one or two staff members to carry out the project in-house(amount to be determined). Special equipment for migrating magnetic tapes may need to be purchased or rented.

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Consider the environmental needs of manuscripts in Room 246 waiting to be processed if processing takes a long time due to staff cut-backs.		Current staff (Cons).
Conservation Treatment		
Treat items identified as needing treatment.	Gather existing data on items needing treatment and prioritize and develop a plan for treatment.	Current staff (Cons).
Professional Outreach		
Educate users on preservation	Develop a show-and-tell exhibit	Current staff (Cons).

problems.	case for the Level B elevator lobby and mount this on the conservation web site as an on-line exhibit. Get a donor to obtain a case.	
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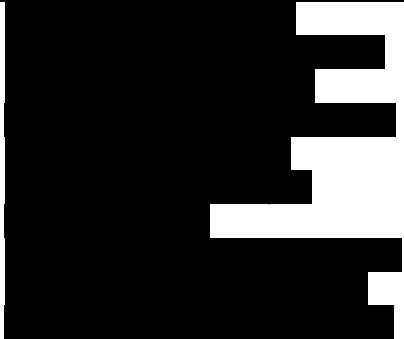

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Reduce exposure of maps to light.	Provide enclosures for maps and atlases that are not covered.	Materials for enclosures.
Storage: Facilities and Containers		
Assess storage needs for Reserve map collection.		Current staff (Cons, R).
Enhance protection for brittle maps.	Reduce number of brittle maps in a folder. Consider encapsulation.	Current staff (Cons, R) and volunteer.
Security and Access		
Conservation Treatment		
Determine needs of USGS maps and decide if they are a priority for treatment.	Survey maps.	Current staff (Cons, AC,R).

NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Obtain more storage space in Hubbs microform room.	Work with Expansion Space Committee.	Current staff (AC,R).
Obtain more and improved storage space for original copies of bound and boxed newspapers.	Work with Expansion Space Committee.	Current staff (Cons, R, AC).
Conservation Treatment		
Make newspaper microfilm collection as complete as possible.	Microfilm MN newspapers not in our collection that have been located in possession of other individuals and institutions.	Current Staff (R, AC). Funds (amount to be determined) for outsourcing.

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Provide cold storage for furs and certain other types of objects.	Survey items, identify needs, and develop a plan working with Expansion Space Committee.	Current staff (MC, Cons).
Rearrange/relocate some collections to make best use of spaces with good HVAC control: <ul style="list-style-type: none"> • Soil samples and fire-cracked rock relocated from HC to 1500; • Proposed deaccession objects relocated from 	Develop a plan for accomplishing this, taking into account general breadth of project, processing and conservation issues, amount of supplies needed, and costs; work with Expansion Space Committee.	Current staff (MC, Cons).

<p>from HC to 1500;</p> <ul style="list-style-type: none"> • Those objects identified for visible storage; • Oversize collections currently at 1500. 		
Storage: Facilities and Containers		
<p>Obtain additional storage space for particular collections; these include, but are not limited to, furniture, military uniforms, armaments, edged weapons, flags, children's clothing, women's suits, 6-foot rolling storage units for rolled textiles, pipestone objects, Indian pipes, and beaded objects.</p>	<p>Develop a plan for accomplishing this, working with Expansion Space Committee.</p>	<p>Current staff (MC, Cons).</p>
<p>Improve storage mounts/conditions as needed for a large percentage of the collections, beginning with those needs already identified and listed.</p>	<p>Prioritize items on list that are already identified as needing improved storage and schedule necessary work; develop a plan to survey all items and identify additional storage needs.</p>	<p>Current staff (Cons, MC).</p>
Conservation Treatment		
<p>Treat items already identified as needing treatment.</p>	<p>Look at existing list of items needing treatment and prioritize and schedule for treatment.</p>	<p>Current staff (Cons, MC).</p>
Security and Access		
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
Funding		
<p>Develop strategies to obtain new/increased funding from outside sources.</p>		<p>Current staff (MC, Cons, D).</p>

ORAL HISTORY INTERVIEWS		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Migrate all magnetic tapes, not just Oral Histories, as needed.	Survey and assess the collection to establish if this is a need. Research whether it can be done in-house or if it must be contracted out. Initiate a project to achieve these goals.	Current staff (Cons, AC) and perhaps a consultant. Funding to hire a consultant and possibly later a contractor or staff to carry out the project in-house, and to purchase or rent special equipment for migrating magnetic tapes.
Funding		
Secure funding to study the long-term preservation of these collections as outlined above.	Write grants to achieve these goals.	Current staff (AC,D).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Improve monitoring equipment in stacks.	Purchase new equipment.	Current staff (Cons). Approximately \$1000 per unit.
Storage: Facilities and Containers		
Obtain more storage space in book stacks for bound periodicals and in microfilm room for microformat titles.	Work with Expansion Space Committee.	Current staff (AC,R).
Replace poor-quality housings on many older loose titles.	Survey collection, identify items in need of new housing, re-house in new acid-free enclosures.	Current staff (Cons, AC, R) and volunteers. Money for new enclosures (amount to be determined).
Security and Access		
		
Housekeeping		
Clean books and shelving.	Institute program of regular cleaning.	Current staff (Cons,R,AC) and volunteers.
Relieve overcrowded conditions that exist in many shelving areas.	Institute program of periodic shifting of books.	Current staff(R).
Policies and Practices		
All policies and procedures should be regularly reviewed and updated to reflect best conservation practices.		Current staff (R, Cons).

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Research and initiate cold storage planning, providing separate storage for color materials and nitrate/acetates.	Work with Expansion Space Committee and include in expanded storage plan.	Current staff (Cons, AC)
Storage: Facilities and Containers		
Improve oversized storage.	Survey storage needs for oversized materials.	Current staff (Cons, AC).
Improve storage of fragile photos.	Develop plan to survey fragile photos of all sizes and to copy and re-house them.	Current staff (Cons, AC, and AV cataloger.)
Print 8" x 10" Lee Brother's Portraits.	Make file prints and add to VRDB.	Current staff (Cons, AC). Money for supplies (amount to be determined).
Conservation Treatment		
Survey negative collection to identify groups that need preservation and an intermediate copy.		Current staff (Cons, AC). Allocate money for chemistry and required supplies.
Staff, Consultants, and Training		
Develop training for reference staff and other Society staff in handling and storage of deteriorating photos and albums, especially in large mixed media collections.	Develop training program. Establish a training schedule.	Current staff (Cons, AC).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Develop a plan to provide improved (cold) storage for these materials.		Current staff (Cons, AR, AC)
Storage: Facilities and Containers		
Obtain more storage space.	Develop plan for completion of expansion space in History Center.	Current staff.
Conservation Treatment		
Identify groups of items that are of high use, high value, or about to be reformatted and determine conservation needs.	Draft a list of these items and determine survey needs so conservation needs can be determined.	Current staff (Cons, AR).
Treat items identified as needing treatment.	Look at existing data on items needing treatment and prioritize and schedule for treatment.	Current staff(Cons).
Professional Outreach		
Educate local and county	Develop an archives conservation	Current staff (Cons, AR) plus

historical societies in preservation concerns so they can adequately preserve items that we cannot acquire.	training program that fits into an overall curriculum for archives management.	funding (amount to be determined).
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PRIORITY = LOW

INSTITUTION-WIDE NEEDS AND ACTIONS		
Preservation Needs	Recommended Actions	Resources Required
Develop a storage plan for digital media at the History Center.		Current staff (several departments).

ARCHAEOLOGY		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Conserve untreated historic metal objects currently in storage and in lab at Fort Snelling.	Survey and assess needs; produce treatment proposals; prioritize and schedule treatment.	Current staff(Cons).
Treat U of M and IMA collections items and materials.	Survey items to determine treatment needs, prioritize, and plan the treatment project.	Current staff (Cons).
Policies and Practices		
Develop a retention policy regarding bulk analytical samples (fire-cracked rock, soil, and flotation samples).	Survey other institutions, current scientific standards, and practices.	Current staff (MC).
Draft a standard policy for destructive sampling of collections in accessible form.	Survey other institutions' current scientific standards and practices.	Current staff (MC)

BOOKS AND PAMPHLETS		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Improve storage of pamphlet collection, much of which is housed in acidic folders and boxes.	Re-house in acid-free folders and boxes.	Current staff (AC,P) and volunteers. Money for folders and boxes(amount to be determined).
Conservation Treatment		
Box 19 th century U.S. Docs serial sets, which are in poor condition with red rot.		Current staff (Cons) and volunteers. Materials for boxing (cost to be determined).
Security and Access		
Identify missing materials.	Regularly inventory holdings. Develop a plan for replacing missing materials.	Current staff (AC,R) and volunteers.
Policies and Practices		
Develop a policy and procedure for reevaluating (weeding) material acquired in the past so that limited conservation resources are not spent on inappropriate materials.		Current staff (AC,R).

FILM AND VIDEOS		
Preservation Needs	Recommended Actions	Resources Required
Policies and Practices		
Enhance use practices for the KSTP collection, which does not	Write indices and access policies. Reproduce tapes on an "as-used"	Current staff(AC) for writing indices and policies. Funding for

currently have use copies and also does not have indices or policies written for access.	basis. In other words, when a tape is requested, reproduce it at that time.	reproduction(currently this is budgeted for in the Acquisitions and Curatorial budget).
Funding		
Secure funding to study the long-term preservation of these collections, as outlined in the sections above. Note that it is difficult to get grant money for these types of projects unless you can prove that the films you have are unique and not being preserved anywhere else.	Secure grants to achieve these goals.	Current staff(AC, D)

MANUSCRIPTS		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Improve temperature and relative humidity conditions for photographs and audio and video tapes, which are currently mixed in with paper materials.	Develop a plan on how to determine quantity of photographs and audio and video tapes and then on how to provide improved storage. Consider relocating items as appropriate.	Current staff (AC and Cons).
Storage: Facilities and Containers		
Replace acidic folders as needed.	Develop a plan for accomplishing this, taking into account general breadth of problem, processing, conservation issues, amount of supplies needed, and costs.	Current staff (AC and Cons).
Address storage and cataloging of photos and tapes.	Convene a meeting to determine how to proceed.	Current staff.
Security and Access		
Address issue of use of non-processed materials.	Prepare a policy statement.	Current staff (AC).

MAP COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Reduce exposure of maps to light.	Rewire lights; consider putting lights on timer.	Electrical work and fixtures.
Storage: Facilities and Containers		
Review existing plan for use and storage of non-microfilmed atlases.	Write it down in a plan.	Current staff (Cons, AC, R).
Review existing plan for use and storage of original insurance volumes (Sanborn).	Write it down in a plan.	Current staff (Cons, AC, R).
Conservation Treatment		
Determine needs of wall maps and decide if maps are a priority	Survey maps.	Current staff (Cons, AC,R).

for treatment.		
Do overall survey to prioritize needs of parts of map collection that haven't been surveyed.		Current staff (Cons, R).
Treat park maps	Conserve and encapsulate.	Current staff (Cons) and volunteer. Mylar.

NEWSPAPER COLLECTION		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Shift microfilm in storage vault to accommodate new rolls as they are added and to make retrieval of most heavily used film easier. Shifting will also help identify misfiled rolls of film.		Current staff (Cons) working 3-5 hours per week.
Conservation Treatment		
Where possible, replace microfilm of poor quality.	If originals are still available, microfilm again.	Current staff (Cons, R, AC). Supplies.
Policies and Practices		
Enhance access to newspapers.	Explore electronic access to newspapers.	Current staff(R, AC, Cons). Funding (amount to be determined).

OBJECTS COLLECTIONS		
Preservation Needs	Recommended Actions	Resources Required
Policies and Practices		
Deaccession objects where appropriate.	Identify objects ready for deaccessioning and secure funding to hire staff to do deaccessioning.	Current staff (MC) and volunteers.

ORAL HISTORY INTERVIEWS		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Clean and rehouse the collection as needed. This may need to be contracted out.	Survey the collection to assess the need for cleaning and rehousing. Research whether this can be done in-house or if it must be contracted out. Initiate a project to achieve these goals.	Current staff (Cons, AC) and possibly a consultant. Funding to hire a consultant now, if necessary, and later to hire a contractor, or staff to carry out the project in-house (amount to be determined). Funding to purchase or rent special equipment for cleaning magnetic tapes (amount to be determined). Funding to purchase improved housings (amount to be determined).

PERIODICALS		
Preservation Needs	Recommended Actions	Resources Required
Conservation Treatment		
Make microfilm, electronic, or facsimile copies of fragile and heavily used periodicals such as the large-format newspaper-type periodicals.	Identify items and estimate number of pages needing copying and develop a plan.	Current staff (Cons, AC,P).
Security and Access		
Identify missing materials.	Regularly inventory holdings. Develop a plan for replacing missing materials that includes priorities for replacement.	Current staff (AC,R) and volunteers.

PHOTOGRAPHS		
Preservation Needs	Recommended Actions	Resources Required
Storage: Facilities and Containers		
Re-house rolled panoramic photographs.	Develop a system to protect individual photographs.	Current staff (Cons, AC). Volunteer. Materials (to be determined).
Re-house 35 mm newspaper negatives.	Sort and put into sleeves. Label sleeves.	Current staff (AC, Cons). Volunteer.
Create space for 4" x 5" negatives.	Work with Expansion Space Committee. Order new cabinets.	Current staff. Money for cabinets (amount to be determined).

STATE ARCHIVES		
Preservation Needs	Recommended Actions	Resources Required
Environment		
Improve temperature and relative humidity conditions for audio and video tapes, photographs, and some digital media.	Relocate items as appropriate.	Current staff (AR).
Storage: Facilities and Containers		
Re-house items still in acidic enclosures (folders).	Develop a plan for accomplishing this, taking into account general breadth of problem, processing and conservation issues, amount of supplies needed, and costs.	Current staff (AR).
Address storage and cataloging of photos and tapes.	Convene a meeting to determine how to proceed.	Current staff.
Conservation Treatment		
Address brittle paper problem.	Call a meeting of appropriate staff members to discuss how to proceed.	Current staff.
Security and Access		

Policies and Practices		
Explore new procedures as we move to new media.		Current staff.