



*Polychrome sculpture (detail – before treatment by KIK/IRPA, Brussels)  
Collection Saint-Anna Chapel, Domain Val Duchesse - Royal Trust (Belgium)  
© 2014, Annelies Cosaert*

# Managing Collection Environments: Preserving Collections in the Age of Sustainability

**Intensive workshop Sept 30 – Oct 11, 2019  
National Gallery of Victoria,  
Melbourne, Australia**

**Online material from July 2019  
Distance mentoring from November 2019**

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## APPLICATION

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### Applicant Information

**DEADLINE: 22 April, 2019**

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First Name

Last Name

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Institution/Employer (please indicate if self-employed)

Job Title

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Street Address

City

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Province/State

Zip/Postal Code

Country

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Email

Phone/Mobile number

How many years have you been involved with the preservation of collections in cultural institutions? \_\_\_\_\_

How many years have you worked at your current institution, or engaged with an institution which you currently advise (primary institution)? \_\_\_\_\_



**The Getty Conservation Institute**

## Application cont'd

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### Institutional Information

For teaching purposes, we would like to ask a few questions about your institution. For those self-employed, please use an institution with which you are currently involved. Please make sure this institution supports your application, since you will be using their institutional information in the course.

Select the option that most closely describes your institution. For those self-employed, please also provide the name of the institution that will be used for your course work.

Archive or Library

Historic House Museum

Art Gallery

A mix (please describe):

Museum

Other, please specify:

### Experience and Background

Please list your most recent employment history.

<b>Position</b>	<b>Institution/Employer</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>

Briefly describe the duties and responsibilities of your most recent job. Please make particular reference to collections preservation.

## Application cont'd

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### **Education**

Please list Colleges/Universities attended and degrees earned.

<b>College/University</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Major/Field(s) of Study</b>	<b>Diploma/Degree Earned</b>

### **Training and Professional Development**

Please list any relevant training and professional development in the areas of collections preservation and any interpersonal or decision-making development (e.g. communication).

<b>Name of Course</b>	<b>Venue/Instructor(s)/Organizer</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>

If you require more space, please forward a brief CV to [MCE@getty.edu](mailto:MCE@getty.edu). Be sure that the file name is formatted as "Last name\_CV\_2019.pdf" i.e. Jones\_CV\_2019.pdf. Your CV may also include any publications relevant to collection preservation.

## **Application cont'd**

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### **Statement**

Please explain:

- Why you are applying for this course;
- What you feel the current environmental needs are in your institution;
- What you feel the biggest obstacles (technical, financial, organizational) for collection preservation are in your institution; and
- What you hope to learn from the course or what specific questions you would like to have addressed.

## Application cont'd

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### Preservation Practice

With which standards/guidelines on environmental management are you familiar? Please check all that apply.

EN 16893: 2018: Conservation of Cultural Heritage: Specifications for Location, Construction and Modification of Buildings or Rooms intended for the Storage or Use of Heritage Collections

AICCM (2014/18) Environmental Guidelines for Australian Cultural Heritage Collections.

ASHRAE Handbook: Heating, Ventilating, and Air-Conditioning Applications

CCI (2015) Environmental Guidelines for Museums

Bizot Group (2015) Bizot Green Protocol. In *Environmental Sustainability: Reducing Museums' Carbon Footprint*. London: National Museum Directors' Council.

PAS 198 (2012) Specification for Managing Environmental Conditions for Cultural Collection

Heritage Collections Council (2002) Guidelines for environmental control in Cultural Institutions

National Archives of Australia (2002) Standards for Physical Storage of Commonwealth Records

BS 5454: 2000: Recommendations for the Storage and Exhibition of Archival Documents

CCI Technical Note 23 (2000) Guidelines for Humidity and Temperature in Canadian Archives

Do you use these guidelines for informing the environmental management in your institution?

Yes

No

Unsure

If so, which ones? Mention others, if necessary

Which department(s) are involved in making decisions on environmental conditions at your institution? Check all that apply.

Curatorial

Conservation

Engineering

Exhibits design

Facilities

Consultant

Director

Other \_\_\_\_\_

## Application cont'd

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In day-to-day preservation activities,

- a. Which of the following do you or your institution include in the measurement of collection environments?

Thermohygrographs

Telemetric / continuous system

BMS/ BAS systems

Other \_\_\_\_\_

Stand-alone (manual download) monitors

- b. Which of the following do you or your institution use in analysis?

Analysis by eye

Statistics packages

Excel / spreadsheet

Other \_\_\_\_\_

eClimateNotebook

## **Institutional Support**

We request endorsement of your application by your (primary) institution/ institution with which you are engaged. This means that your supervisor (or the director of the primary institution for those who are self-employed) supports your application and is aware that institutional information will be used (confidentially) by the participant in course assignments and (other) institutional staff will be engaged.

By endorsing this application, the supervisor understands that the participant will have to dedicate time for course assignments prior to the two week workshop and for the mentoring phase following the course (an indication is one day per month for a period of 6 months).

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The candidate's current position/engagement will remain available to him/her after completion of the course.

Institutional data, including (but not limited to ) climate data, floor plans, mission statement, organogram, images will be available for confidential use, including uploading on a secure website.

Data collection may engage a limited amount of staff time for non-participants.

The employer (institution or individual) acknowledges that staff time will be required for the online phase (~3 hours per week) and the distance mentoring phase (~one day per month).

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First Name

Last Name

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Institution

Title

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Zip/Postal Code

Country

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Email

Phone/Mobile number

## Application cont'd

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### Survey

Please tell us how you learned about this course. Please check all that apply.

Friend/colleague	www.getty.edu website	GCI facebook website
GCI bulletin (e-bulletin)	ConsDistList	ARC Collections Care Network
AICCM	IAMFA	Exhibition Management Group
Other _____		

### Instructions on submitting your application:

1) Please save the application (as a PDF) to your computer, using your last name as the file name (example: MCE\_Jones\_App\_2019). Please do not "flatten" the PDF as this makes the interactive fields unreadable upon submission.

2) Send the completed application (and any additional documents) as an attachment to [MCE@getty.edu](mailto:MCE@getty.edu) with "MCE 2019 Application" in the subject line.

If your application has been submitted correctly, you will receive an auto-response immediately and a personalized response within one week. Please contact our office if you do not receive a confirmation: [MCE@getty.edu](mailto:MCE@getty.edu)