

## Care and Handling of Photographs Institute, August 12-14, Cherokee Resort and Casino, Tulsa, Oklahoma

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<b>Tuesday, August 12</b>	
7:00-9:00	<b>Buffet Breakfast</b> , Wild Potato (included in registration fee, please present ticket)
8:00-9:00	<b>Registration - Grand Hall of the Cherokees</b>
9:00-9:15	<b>Welcome</b> , Jan Davis (5 minutes)
9:15-10:30	<b>Images of the Past: An Introduction to Identifying, Caring for, and Using Photographs</b> In many collections, little is known about when or how a photograph was taken, let alone who or what is portrayed in the image. This session will focus on the history of the photographic process and how to identify different types of photographs. Examples of different types of photographs will be available for the audience to examine. Gina Minks, Imaging and Preservation Services Manager, Amigos Library Services
10:30	<b>Break</b>
10:45-11:00	<b>Uncurling and Flattening Brittle Photos, Stage 1</b> – Humidification chamber demonstration, preparing the photo Nicole Willard, Director of Archives and Special Collections, University of Central Oklahoma
11:00-12:00	<b>What to Look for When Dating Old Photographs</b> Proper identification of photographs considerably increases their historic value. Styles and manufacturing techniques have changed over time, so with a little knowledge and experience photographs can be identified within a decade or two. This session will further elaborate on photographic processes, encasement and mounting methods, cardstock, card edges and borders, photographers imprints, tax stamps, poses, clothing fashions, and hair styles. Chester Cowen, Photo Archivist, Oklahoma Historical Society
12:00	<b>Lunch at Wild Potato Buffet</b> (included in registration fees, please present ticket)
1:15-2:30 p.m.	<b>Collection Development: Addressing Strengths and Weaknesses</b> Participants will learn how to enhance photo collections by seeking photographs from other repositories and individuals, as well as working within the tribal structure to photograph events, proceedings, and individuals. Panel : Nicole Willard, Bill Welge (Director of Archives and Special Collections, Oklahoma Historical Society), Chester Cowen
2:30-2:45	<b>Uncurling and Flattening Brittle Old Photos, Stage 2 – Pressing/Flattening Variations</b> Nicole Willard, University of Central Oklahoma
2:45-3:00	<b>Break</b>
3:00-4:00 p.m.	<b>Managing Photographic Collections</b> Nicole Willard, University of Central Oklahoma, will provide tips on planning a digital project and then demonstrate how to organize photographs into a database and manage your collections with MS Access.
4:00-5:00	<b>Emergency Planning and Recovery: Protecting Your Collection</b> Rebecca Elder, Adjunct Preservation Field Services Officer, Amigos Library Services

Programs and presenters subject to change.

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<b>Wednesday , August 13</b>	
7:00-9:00	<b>Buffet Breakfast</b> , Wild Potato (included in registration fee, please present ticket)
	<b>Grand Hall of the Cherokees</b>
9:00-9:10	<b>Welcome</b> , Jan Davis
9:10-10:45	<b>Clinic: What's Wrong With This Photo? Identifying and addressing problems commonly found in photo collections.</b> Participants are encouraged to bring photos for consultation. Rebecca Elder , Chester Cowen, Gina Minks
10:45-11:00	<b>Break</b>
11:00-11:30	<b>Creating an Optimal Environment for Photo Storage</b> Rebecca Elder
11:30-12:00	<b>Exhibit Considerations</b> Rebecca Elder
12:00 noon – 1:00 pm	<b>Lunch at Wild Potato Buffet</b> (included in registration fees, please present ticket)
1:00-2:00	<b>Preservation and Enclosures, Part I</b> Rebecca Elder
2:00-2:15	<b>Break</b>
2:15-3:15	<b>Preservation and Enclosures, Part II</b> Rebecca Elder
3:15-3:30	<b>Break</b>
3:30-5:00	<b>Repairing Photographic Images for Display with Adobe Photoshop</b> Nicole Willard, University of Central Oklahoma, learn basic techniques like removing minor scratches and dust specs to color adjustments in order to create display quality images
6:00	<b>Optional "General Discussion" Dinner in Wild Potato Buffet (please see registration desk for ticket)</b>

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<b>Thursday, August 14</b>	
7:00-9:00	<b>Buffet Breakfast</b> , Wild Potato (included in registration fee, please present ticket)
	<b>Grand Hall of the Cherokees</b>
9:30-9:45	<b>Welcome</b> , Jan Davis (5 minutes)
9:45-10:45	<b>Funding Opportunities for Photograph Collections</b> This session will review Federal funding for preservation projects, provide grant writing strategies and tips, and provide examples of successful applications. Participants will receive a copy of "Capitalize on Collections Care" an IMLS-funded publication that provides useful information on generating new contributions, increasing support, and fostering new audiences. Gina Minks, Amigos Library Services
10:45-11:00	<b>Break</b>
11:00-12:00	<b>Considerations When Working with Albums, Scrapbooks, and Mounted Photographs</b> Historical print mountings and adhesives are often acidic and, over time, may discolor, become brittle, and damage materials. In this session, participants will learn how to assess the situation and determine if the scrapbook/album/mounted photograph should be stabilized and kept intact or if it should be digitized and disassembled. Proper handling procedures, basic conservation steps, and proper enclosures will be covered. Bruce Meckling, HeritageKeepers Inc.
12:00 noon – 1:15 pm	<b>Lunch at Wild Potato Buffet</b> (included in registration fees, please present ticket)
1:15-1:30 p.m.	<b>Uncurling and Flattening Brittle Old Photos, Stage 3 – Finished product, appropriate enclosures</b> Nicole Willard, University of Central Oklahoma
1:30-3:00 p.m.	<b>Making Custom Carriers and Enclosures for Oversized Images</b> A four flap enclosure can be used to house several types of objects including glass negatives, photographs, books, manuscripts, and other items needing surface protection or an enclosure to keep loose parts together. In this session, participants will receive step-by-step instructions on how to create enclosures and carriers for supporting fragile materials. Nicole Willard, University of Central Oklahoma

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