

# INvolved

INDIANA HISTORICAL SOCIETY

## LOCAL HISTORY SERVICES

ON-SITE COLLECTIONS CARE TRAINING



SPECIAL EDITION

# ON-SITE COLLECTIONS CARE TRAINING



During a free one-day visit, participating sites receive in-depth, specialized training on collections care and fundraising for collections. The training is designed to fit the specific needs of each site based on a pre-visit survey.

Organization-specific training may include basic handling and storage techniques, basic environmental concerns including building condition and maintenance, and assessing the collection. Training may also include using condition surveys to develop and implement a conservation plan, determining archival storage equipment and supply needs, using proper display conditions and techniques, preparing for fundraising, and developing a collections policy.

Each organization will receive a free set of collections care training resources and materials. All organizations will also receive a list of potential funders and an example case statement to use in funding requests.

Free on-site collections care training visits begin in October 2013 and continue through September 2015. Only 65 site visit appointments are available and will be scheduled on a first-come, first-served basis. Each site will be required to complete brief pre-visit and post-visit surveys.

For more information, visit [www.indianahistory.org/ccvisits](http://www.indianahistory.org/ccvisits) or contact Tamara Hemmerlein, coordinator, Local History Partners, at (317) 234-0170 or [themmerlein@indianahistory.org](mailto:themmerlein@indianahistory.org).



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## On-site collections care training request

To request on-site collections care training, complete and send the form below to the Indiana Historical Society Local History Services department or email the same information to [themmerlein@indianahistory.org](mailto:themmerlein@indianahistory.org).

On-site visits will begin in October 2013 and are scheduled on a first-come, first-served basis.

Name of person making request \_\_\_\_\_

Title/relationship to organization \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Questions? Contact Tamara Hemmerlein at (317) 234-0170 or [themmerlein@indianahistory.org](mailto:themmerlein@indianahistory.org).

Mail to:

Tamara Hemmerlein  
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Indiana Historical Society  
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EUGENE AND MARILYN GLICK INDIANA HISTORY CENTER  
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