

Performance Report Cover

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				3b. EIN 931018525	
4. Recipient organization (name and complete address, including zip code) Oregon Parks and Recreation Department Org. Unit: Oregon Heritage Commission 725 Summer St., St. C Salem, OR 97301-1266				5. Recipient identifying or account number	
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8b. Project URLs if any http://www.mindyourcollections.org http://www.oregon.gov/oprd/HCD/OHC/Pages/C2C.aspx http://www.oregon.gov/oprd/HCD/OHC/pages/mentorcorps.aspx				9. Report frequency <input checked="" type="checkbox"/> annual	
10. Please transmit the performance report as instructed by the Institute of Museum and Library Services.					
11. Other attachments <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Transmit accompanying documents with this cover as instructed by the Institute of Museum and Library Services					
12. Certification: By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents.					
12a. Typed or printed name and title of authorized certifying official Roger Roper, Assistant Director Oregon Parks and Recreation Department			12c. Telephone (area code, number, extension) 503-986-0677		
			12d. Email address Roger.roper@oregon.gov		
12b. Signature of authorized certifying official 			12e. Date report submitted (mo/day/yr) 10/31/2014		
13a. Typed or printed name and title of Project Director Kyle Jansson, Coordinator Oregon Heritage Commission			13b. Telephone (area code, number, extension) 503-986-0673		
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14. Agency use only					

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Narrative

Project Title: Oregon Connecting to Collections Implementation Project:

Activities Completed During This Reporting Period:

1. Trainings About Disaster Preparedness and Collections Care

In September and October 2013, we hosted workshops on advanced collections care and disaster response and recovery in each of Oregon's seven geographic regions. We had 110 people register for the seven disaster response and recovery workshops in Baker City, Florence, McMinnville, Medford, Pendleton, Philomath and Portland. A total of 147 signed up for for collections care workshops in those same cities.

The workshops were open to the public, and attracted staff and volunteers at public libraries, county archives, state and federal agencies, historical societies and museums, school libraries, private collections, and other museums and repositories. Mentors were required to attend or otherwise prove they had the ability to teach the topic.

We pre-approved the curriculum for the workshops. Randy Silverman, preservation librarian for the Marriott Library, University of Utah, led the collections workshops. The disaster response and recovery workshop was presented by Kristen Kern, a Portland State University librarian who is also part of the WESTPAS disaster response team.

These workshops were geared toward an experienced audience. However, some of the attendees were not experienced nor had they attended spring 2013 workshops with basic instruction. The instructors veered from the curriculum and repeated some material from those spring workshops, which disappointed those who had attended the spring workshops or were experienced with the topics.

However, our post-workshop surveys were positive. The percentage of people who felt comfortable or very comfortable physically caring for items in collections before those workshops was 50 percent. Afterwards, it was 87 percent. For the disaster response and recovery workshops, those same categories were 15 percent and 61 percent. Commented one attendee, "It was great and I learned a ton about cleaning and handling artifacts. In addition, it was really useful to get together a lot of small museums in the region and get a sense of what everyone else was doing."

2. Launch of Oregon Heritage MentorCorps:

Our launch of this program has had immediate success and the effort continues to grow.

The decision in October 2013 to discontinue our contract with the Oregon Historical Society for project coordination came following the workshop after we evaluated our progress and potential future issues. An important goal for this Connecting to Collections project has been to successfully transition the MentorCorps to the post-grant period. We determined the transition was most likely to be successful only if we took over coordination now rather than later.

During the next few months, we undertook major steps related to its management and to its launch. Staff created a database to help with managing the mentors and the organizations. The database enables us to track memorandums of understanding, work plans, volunteer agreements, insurance forms and other documents related to the mentors and the organizations they are serving. The reimbursement system was also established.

We also contracted with content experts for the creation of seven curriculum modules for mentors to use in the trainings they might give. The topics include textile care, photography care, disaster preparedness planning, digital collections care, and collections care basics. Each module comes with a mentor orientation, logistics, an outline for the workshop or assessment, a Power Point presentation with slide notes, activities instructions and handouts.

In addition, we conducted phone conferences and sent e-mails to inform the mentors about the launch, recommend ways they could talk with the media and others about it, and dissolve any concerns they still had about the project. We prepared flyers such as the one at the end of this report.

We told museums, libraries and archives know about the launch and sought public attention for our innovative project. Newspapers in Astoria, LaGrande, Medford/Ashland, Lake Oswego, and Portland, and radio stations in Bend and Pendleton either contacted us or printed the news.

Project partners such as the Oregon Museum Association, the Oregon Libraries Association and the Northwest Archivists circulated the announcements. Flyers and cards were made available, too.

A half dozen organizations – some of whom already knew the launch was going to take place -- immediately contacted us requesting help. We had 18 within three months and the number of organizations grew to 24 by the end of this reporting period. We turned down requests from several organizations for assistance on topics beyond collections care and disaster response and recovery. We have mentors capable of handling those topics, but decided to limit our service for the duration of the grant to only collections care and disaster topics.

One organization in its post-project evaluation said “Thank you for the help! The information will help my organization get started on our collection.”

New project coordinator Mike Gushard will be actively recruiting organizations for mentors in the autumn of 2014 and winter 2015.

Mentors and project staff promoted the MentorCorps at the 2014 Oregon Library Association Conference and the 2014 Oregon Heritage Conference. We provided free registration for mentors attending the 2014 Oregon Heritage Conference, organized one training session for them there, and scheduled a no-host luncheon where they met together.

We keep our mentors in touch with us and each other through the use of a MentorCorps listserv.

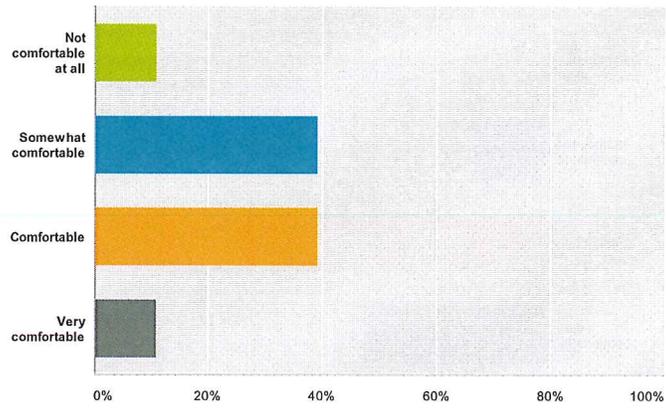
3. Establishment of Web page

Planning to create and launch a separate website for the Oregon Heritage MentorCorps continued. We created a home page at www.mindyourcollections.org and are determining content and organization.

Oregon Connecting to Collections Fall Workshops

Q1 Before the workshop, how comfortable did you feel in physically caring for items in your collections?

Answered: 46 Skipped: 1

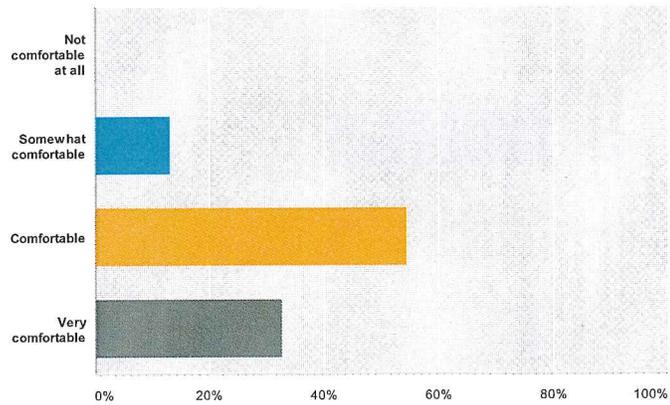


Answer Choices	Responses	
Not comfortable at all	10.87%	5
Somewhat comfortable	39.13%	18
Comfortable	39.13%	18
Very comfortable	10.87%	5
Total		46

Oregon Connecting to Collections Fall Workshops

Q2 How comfortable do you feel now in physically caring for items in your collections?

Answered: 46 Skipped: 1

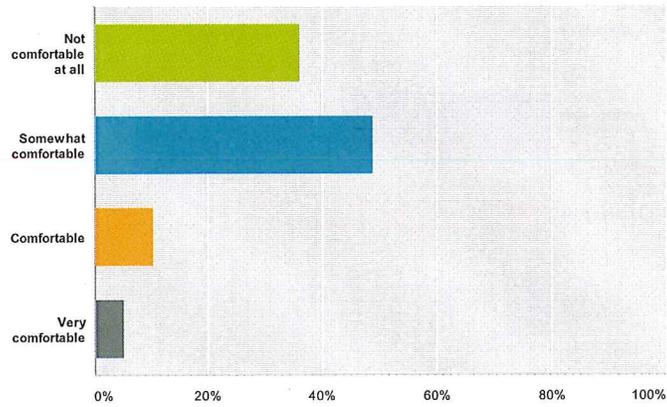


Answer Choices	Responses
Not comfortable at all	0% 0
Somewhat comfortable	13.04% 6
Comfortable	54.35% 25
Very comfortable	32.61% 15
Total	46

Oregon Connecting to Collections Fall Workshops

Q3 Before the workshop, how comfortable did you feel in responding to the needs of your collections during and after emergency situations (e.g. flooding, earthquake, fire, etc.)?

Answered: 39 Skipped: 8

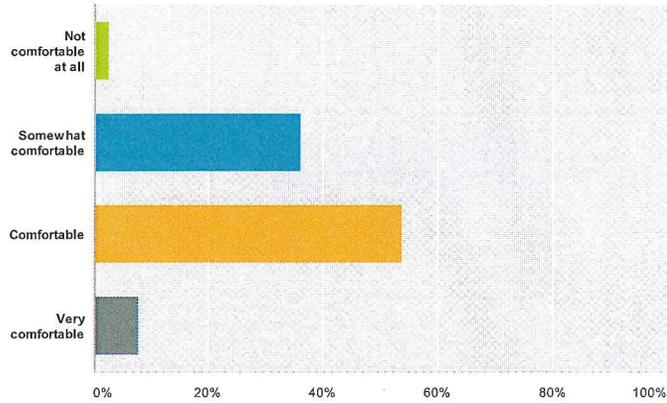


Answer Choices	Responses
Not comfortable at all	35.90% 14
Somewhat comfortable	48.72% 19
Comfortable	10.26% 4
Very comfortable	5.13% 2
Total	39

Oregon Connecting to Collections Fall Workshops

Q4 How comfortable do you feel now in responding to the needs of your collections during and after emergency situations?

Answered: 39 Skipped: 8

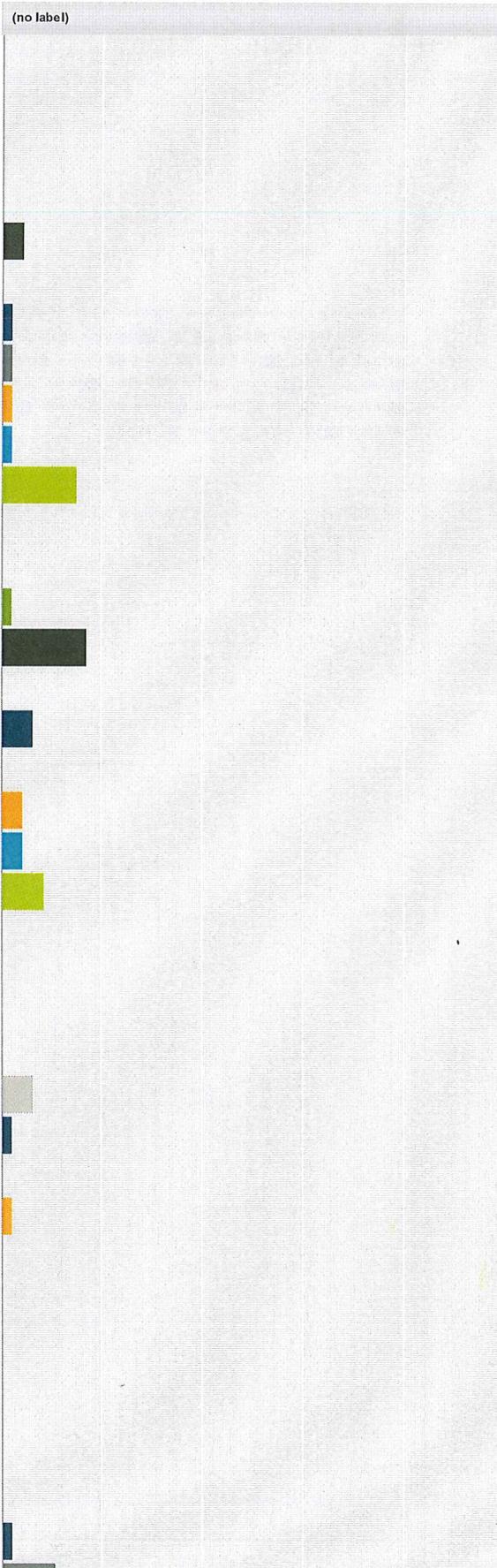


Answer Choices	Responses	
Not comfortable at all	2.56%	1
Somewhat comfortable	35.90%	14
Comfortable	53.85%	21
Very comfortable	7.69%	3
Total		39

Oregon Connecting to Collections Fall Workshops

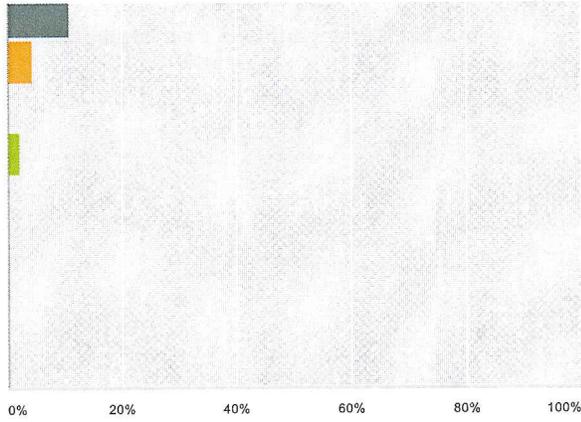
Q5 In what county is your organization located?

Answered: 47 Skipped: 0



Please select your county:

Oregon Connecting to Collections Fall Workshops



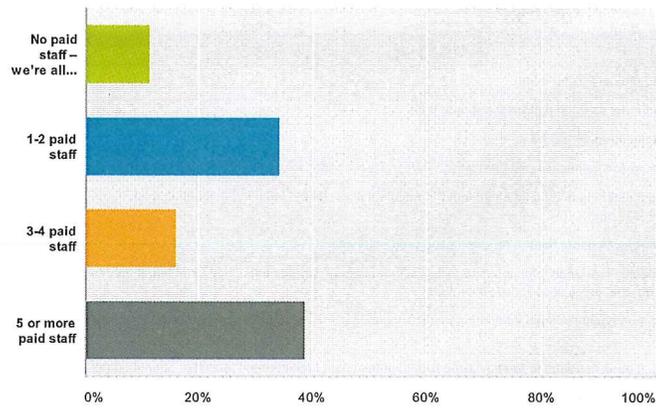
- Organization is located in another state
- Baker
- Benton
- Clackamas
- Clatsop
- Columbia
- Coos
- Crook
- Curry
- Deschutes
- Douglas
- Gilliam
- Grant
- Harney
- Hood River
- Jackson
- Jefferson
- Josephine
- Klamath
- Lake
- Lane
- Lincoln
- Linn
- Malheur
- Marion
- Morrow
- Multnomah
- Polk
- Sherman
- Tillamook
- Umatilla
- Union
- Wallowa
- Wasco
- Washington
- Wheeler
- Yamhill

(no label)																			
	Organization is located in another state	Baker	Benton	Clackamas	Clatsop	Columbia	Coos	Crook	Curry	Deschutes	Douglas	Gilliam	Grant	Harney	Hood River	Jackson	Jefferson	Josephine	Klamath
Please select your county:	2.13% 1	0% 0	4.26% 2	10.64% 5	2.13% 1	0% 0	0% 0	0% 0	0% 0	0% 0	0% 0	0% 0	2.13% 1	0% 0	2.13% 1	6.38% 3	0% 0	0% 0	0% 0

Oregon Connecting to Collections Fall Workshops

Q6 How many paid staff does your organization have?

Answered: 44 Skipped: 3



Answer Choices	Responses
No paid staff - we're all volunteer-run!	11.36% 5
1-2 paid staff	34.09% 15
3-4 paid staff	15.91% 7
5 or more paid staff	38.64% 17
Total	44

Oregon Connecting to Collections Fall Workshops

Q7 Do you have other comments about the workshop that you'd like to share with us?

Answered: 27 Skipped: 20

#	Responses	Date
1	The presentation was very good and the networking is fun!	10/17/2013 9:28 PM
2	Thanks for introducing me to resources for creating a disaster response plan.	10/17/2013 10:37 AM
3	Good venue, good information, engaging speakers.	10/17/2013 10:33 AM
4	I was very impressed with the workshop and gained valuable knowledge from it. I feel comfortable calling the leader with follow-up questions.	10/15/2013 7:50 PM
5	It was great and I learned a ton about cleaning and handling artifacts. In addition, it was really useful to get together a lot of small museums in the region and get a sense of what everyone else was doing.	10/15/2013 4:09 PM
6	I thought the workshops were extremely well done. Really. Wonderful and useful all around!	10/15/2013 11:08 AM
7	Connecting to collections was worth my time. Good information. Some of which I was already familiar. Good to be reminded. Took the emer. readiness a few years ago, so am somewhat okay with what we've done to follow through.	10/15/2013 10:46 AM
8	It kept my interest for the whole seminar. I really learned a lot about preventative, plus a few techniques to improve my processing. He was seriously a very good host.	10/15/2013 9:54 AM
9	Being from an High School Library, it was interesting to see how I can use the information I received to better take care of out books, information.	10/15/2013 9:53 AM
10	Very informative. Made me ponder things I had never considered.	10/15/2013 9:01 AM
11	Both workshops were interesting and have encouraged me to look for things to improve on.	10/15/2013 7:56 AM
12	I thought the collections care workshop was uneven. Hands-on experience with putting a mylar cover on a book might be appropriate for a librarian but it's not very practical for historical societies or museums. Very few handouts, too, which was a shame. The disaster workshop in Medford was, I thought, much better, covering a lot of ground and providing in handouts a great deal of backup information and go-to sources. Invaluable, really.	10/15/2013 3:03 AM
13	Very cost effective training and excellent training for all who participated.	10/14/2013 2:28 PM
14	More useful hands-on in the first session would have been nice - more talk about how specific items should be packed/stored - making padded hangers - making exhibit hangings - making textile covers etc.	10/14/2013 1:51 PM
15	Confirmation email that registration has been received should be sent out earlier, and instructions about what to bring to the workshop should have also been sent out earlier.	10/14/2013 12:56 PM
16	It was wonderful and I was able to take some tips back to my work to share.	10/14/2013 10:34 AM
17	The workshops were useful with good presenters, my only issue is with timing. The PDX options both started at 10 and went til 6, which is just too late and possibly too long. In the future can they be hosted in a place that opens before 10 am? I think there would be more participants if it weren't a full and long day's commitment.	10/14/2013 9:11 AM
18	Learned from the hands on experiences	10/13/2013 5:56 PM
19	The workshop by Randy Silverman was one of the most informative and useful workshops I've attended.	10/12/2013 4:29 PM
20	Both Randy and Kris were excellent and helpful presenters. Please thank Linfield for allowing us to use their beautiful space! Midlands library was a good space but it was distracting to get interrupted by the class next door.	10/11/2013 3:48 PM
21	Very useful information. Thanks for providing this opportunity! The Oregon OSHA publications I mentioned at the 10/7/13 presentation are as follows. Both are intended for the safety of the workers responding to an emergency. Please make as many copies as you like; Oregon OSHA publications are copyright-free/public domain. Emergency information sticker: www.orsosha.org/pdf/pubs/stickers/0973_sticker.pdf Expecting the unexpected booklet: www.orsosha.org/pdf/pubs/3356.pdf	10/10/2013 8:39 AM
22	Thank you! Very well done. I am with a Friends of the Library group. Will pass along information I learned.	10/10/2013 7:33 AM
23	Very helpful...	10/9/2013 7:25 PM
24	the presenters were knowledgeable and presented their information well. Audience participation was encouraged and very informative. Thank you for the huge efforts you and your colleagues put into the planning and organizing of these workshops. I wish I was able to attend all of them.	10/9/2013 1:38 PM
25	Randy Silverstein is a goldmine of information regarding many facets of museum curation. The Philomath warehouse far surpasses even the Lane County Historical Museum in all facets of climate control, sturdy shelving for artifacts and the sealed container for the quilts was awe inspiring. Your whole area took my breath away.	10/9/2013 11:15 AM
26	Kris did a wonderful job!!!	10/9/2013 11:12 AM
27	I've taken many collections care workshops over a 30 year career. This was the first time where the leader was realistic and gave attention to; had written tools, check off lists, and considerations for emergency preparedness that could be discussed and talked about with people. Bravo!	10/9/2013 11:09 AM



OREGON HERITAGE
MENTORCORPS

Mind Your Collections

Free help for museums, archives, and libraries

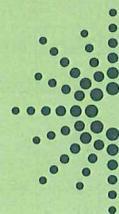
- Collections Care
- Emergency Preparedness
- Emergency Response



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