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Architectural Records Symposium

Managing and Preserving Design Records

Chicago History Museum - Chicago, IL - July 16 & 17

Concervation Center for Art and Historic Artifacts

2008-03

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Conservation Center for Art and Historic Artifacts
Grant Number MT-2210-06-NC-04
Final Report to the
National Park Service

TITLE PAGE

Award Number:	MT-2210-06-NC-04
Project Title:	Architectural Records Conference
Organizational Name:	Conservation Center for Art and Historic Artifacts
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Date:	December 2007

Final Report to the National Park Service
from the Conservation Center for Art and Historic Artifacts
Grant Number MT-2210-06-NC-04

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Final Report to the National Park Service
from the Conservation Center for Art and Historic Artifacts
Grant Number MT-2210-06-NC-04

EXECUTIVE SUMMARY

The Conservation Center for Art and Historic Artifacts (CCAHA) developed the *Architectural Records Symposium: Managing and Preserving Design Records* to improve practices for preserving and providing access to architectural records in museums, archives, libraries, and historic sites throughout the country. The Symposium took place at the Chicago History Museum on July 16 and 17, 2007. The sessions were tailored to meet the training needs of staff in small and large institutions on both theoretical and practical levels. Participants learned about the significance of architectural records; the array of materials and methods used to create them, from the earliest processes to those in use today; collecting policies; appraisal; intellectual control; preventive and remedial preservation measures; innovations in conservation treatment; methods of access; reformatting; and management of electronic files.

The Symposium ran smoothly and efficiently, the presenters were uniformly excellent, and evaluation and anecdotal responses were enthusiastic and very positive. Seventy-seven people attended the *Architectural Records Symposium: Managing and Preserving Design Records*, coming from 18 states, as well as two attendees from Canada. After the two days, participants were asked to rate the program on a scale of 1 to 4, with 4 representing excellent and 1 representing poor. The attendees evaluated the overall program at 3.67.

Immediate responses to the symposium were overwhelmingly positive, with praise for both the organized programs and the very important networking opportunities provided by a national Symposium. The Chicago History Museum was an ideal venue for sharing ideas and new approaches. It is impossible to imagine a better host city to celebrate the preservation of architecture than Chicago, a city filled with architectural masterworks representing a broad variety of American styles. We anticipate that the repercussions of the *Architectural Records Symposium: Managing and Preserving Design Records* will be long-lasting, with improvements and new "best practice" approaches gradually integrated into collections care programs at important architectural archives located throughout the country.

Final Report to the National Park Service
from the Conservation Center for Art and Historic Artifacts
Grant Number MT-2210-06-NC-04

4. Introduction

The goal of the *Architectural Records Symposium: Managing and Preserving Design Records* was to spotlight "best practices" for preserving and providing access to architectural records at cultural sites and archives. The Symposium took place at the Chicago History Museum on July 16 and 17, 2007. It successfully utilized lectures, case studies, and tours to engage the audience on both theoretical and practical levels. The programs ran smoothly and efficiently, the presenters were uniformly excellent, and evaluation and anecdotal responses were enthusiastic and very positive.

In addition to the funding from the National Center for Preservation Technology and training, the Symposium was supported through a $10,000 grant from the Graham Foundation for Advanced Studies in the Fine Arts. The Chicago History Museum and the Society for Architectural Historians participated as additional sponsors.

5. Methods

The *Architectural Records Symposium: Managing and Preserving Design Records* was developed to improve practices for preserving and providing access to architectural records in museums, archives, libraries, and historic sites throughout the country. The sessions were tailored to meet the training needs of staff in small and large institutions on both theoretical and practical levels. Participants learned about the significance of architectural records; the array of materials and methods used to create them, from the earliest processes to those in use today; collecting policies; appraisal; intellectual control; preventive and remedial preservation measures; innovations in conservation treatment; methods of access; reformatting; and management of electronic files. After consulting with potential speakers and available locations, the Symposium was scheduled at the Chicago History Museum on July 16 and 17, 2007.

The Symposium was advertised through a brochure and through a variety of list-servs used by the intended audience of archivists, librarians, curators, historic preservation officers, records managers, historians, and architects. The availability of stipends was advertised as well, with seven stipends formally offered to applicants associated with the Alexander Architectural Archive (Austin, TX), the Dallas (TX) Municipal Archives, the Columbus Indiana Architectural Archives, the Daughters of the Republic of Texas Library, Intuit: The Center for Intuitive and Outsider Art (Chicago, IL), the Canadian Architectural Archives (funded through Graham Foundation funds), and the Boston (MA) Department of Conservation and Recreation.

The presenters at the Symposium were Lois Olcott Price, Senior Conservator and Winterthur Assistant Professor in Art Conservation, Winterthur Museum and Country Estate; Pauline Saliga, Executive Director, Society of Architectural Historians and Charnley-Persky House Museum Foundation; Lori Boyer, Exhibitions and Collections Manager, Department of Architecture and Design, Art Institute of Chicago; Kristine Fallon, FAIA, President, Kristine Fallon and Associates, Inc.; Joan Irving, Head of Paper Section, Conservation Center for Art and Historic Artifacts; Bruce Laverty, Curator of Architecture, The Athenaeum of Philadelphia; Waverly Lowell, Curator, Environmental Design Archives, College of Environmental Design, University of California; William J. Maher, University Archivist, University of

Illinois at Urbana-Champaign; Tawny Ryan Nelb, Archivist and Records Consultant, Nelb Archival Consulting, Inc.; Laura Tatum, Architectural Records Archivist, Manuscripts and Archives, Yale University Library; and William Whitaker, Curator and Collections Manager, Architectural Archives of the University of Pennsylvania. Agendas for each day are included as attachments.

CCAHA offered a mid-Symposium reception on July 16 at the Charnley-Persky House Museum, national headquarters of the Society of Architectural Historians. In addition to the reception, participants were invited to attend an Architecture River Cruise that spotlighted more than 50 architecturally significant sites along the Chicago River and a walking tour of Chicago's Gold Coast, a historic district of opulent mansions and elegant town homes. These events were well-attended and helped to set a positive, enthusiastic tone for the Symposium.

Material presented at the Symposium will be mounted as PDF's on CCAHA's re-designed website (www.ccaha.org), which will be launched in January 2008.

6. Results and Discussion

Seventy-seven people attended the *Architectural Records Symposium: Managing and Preserving Design Records*, coming from 18 states, as well as two attendees from Canada. After the two days, participants were asked to rate the program on a scale of 1 to 4, with 4 representing excellent and 1 representing poor. The attendees evaluated the overall program at 3.67.

Analysis of the outcome-based pre- and post-workshop evaluation forms indicated that the participants gained in knowledge from the workshops. Participants indicated a 36% increase in knowledge about collections management practices for architectural records, a 37% increase in knowledge about preservation and conservation standards for architectural records, and a 40% increase in knowledge about reformatting and management of electronic records. Detailed evaluation tallies are attached.

Comments on the evaluations included:

"One of the best symposia/forums I've attended."

"Exceeded expectations. Covered every aspect."

"The symposium has provided a wonderful overview. Very useful."

"Very well organized, well run, well moderated. Conference flowed well."

"A total pleasure. Excellent range to topics and engaging speakers. Congratulations!"

"This is wonderful. Please do it more often!"

Stipend recipient John H. Slate shared the following letter with CCAHA after the Symposium:

> "… As city archivist for the City of Dallas, Texas, I am vitally interested in the preservation of, and access to, architectural, engineering, and design drawings created by or for the citizens of Dallas.

"I learned a great deal and above all, the face to face interaction with some of the leaders in this field was immeasurable. To be able to ask questions and engage in meaningful dialogue in ways that can't occur over the telephone was quite valuable.

"To reiterate the importance of these stipends, we are severely limited in opportunities and funding for advanced training in areas like this, and your symposium was very helpful…"

7. Conclusions

The *Architectural Records Symposium: Managing and Preserving Design Records* built upon the foundation of CCAHA's very successful national conference on architectural records, held in Philadelphia in 2000. These two conferences represent the only focused opportunities offered in the country for collecting institution professionals to examine the broad range of unique preservation issues involved with architectural records. As with the first conference, we anticipate that the repercussions of the Chicago Symposium will be long-lasting, with improvements and new approaches gradually integrated into collections care programs at important architectural archives located throughout the country.

Immediate responses to the symposium were overwhelmingly positive, with praise for both the organized programs and the very important networking opportunities. The Chicago History Museum was an ideal venue for sharing ideas and new approaches. It is impossible to imagine a better city to celebrate the preservation of architecture than Chicago, a city filled with architectural masterworks representing a broad variety of American styles.

The field of architectural record preservation has changed rapidly in recent years, and is sure to continue to advance at a breathless pace. The cutting edge material presented at the 2000 CCAHA conference has long been accepted into the mainstream. The new Symposium offered a long list of challenges that will need to be faced by the professionals who are responsible for the preservation of these fragile records. We anticipate that in five to seven years CCAHA should revisit the long-term results of this symposium, examine new developments in the field, and consider hosting a third national symposium on this important subject.

ARCHITECTURAL RECORDS SYMPOSIUM
MANAGING AND PRESERVING DESIGN RECORDS

July 16 & 17, 2007
Chicago, IL

PRE SYMPOSIUM TALLY FORM
OVERALL SYMPOSIUM

1. In what type of institution are you employed? *(Please check only one.)*

[21] Archives
[3] Historical Society
[10] Museum
[14] Library
[2] House Museum
[18] Other Corporate, Architecture Firm [6], Private Conservation, Conservation Center, Graduate Student, Gallery. University Library/Archives, Software Company, Special Library, Governmental Agency [2], Consultant, Retired from AIC

2. To what professional membership organizations do you and/or your institution belong? Check all that apply. Please list any sections in which you participate.

[13] AAM (American Association of Museums)
[8] AIA (American Institute of Architects
[10] ARLIS (Art Library Society of North America)
[ ] ICA (International Council on Archives)
[33] SAA (Society of American Archivists)
[8] AASLH (American Association of State and Local History)
[13] ALA (American Library Association)
[5] ASLA (Association of Architecture School Librarians)
[8] ICAM (International Conference of Architectural Museums)
[14] SAH (Society of Architectural Historians)
Other AIC [2], CACG, NAGARA, SLA, VRA,ARMA, SSA

3. How did you learn about this education program? Please check all that apply:

[3] CCAHA Website
[22] Brochure mailing
[20] Learned from a colleague
[ ] Publication (Please name)_____
[24] Listserv posting Archives&Archivists [6], Museum-L [3], Architectural Records List [3], Arlis-L [5], SAA [5] (VM [2]/VMCAR), SIS, ConsDistList, PADG, SAH
[5] Other Carol Turchan, As a Speaker [2], Direct Contact

Background

Prior to this Symposium, how would you assess your knowledge of :

	Basic		Average		Extensive		
	Attendees x 1	Attendees x 2	Attendees x 3	Attendees x 4	Attendees x 5	Total	Average
4. Collections management practices for architectural records?	13	22	60	36	35	166	2.77
5. Preservation and conservation standards for architectural records?	14	18	66	32	30	160	2.71
6. Methods of providing access to architectural records?	11	24	54	40	40	169	2.86
7. Reformatting and management of electronic records?	19	18	57	28	20	142	2.45
8. Different architectural records formats?	13	18	57	40	35	163	2.81

ARCHITECTURAL RECORDS SYMPOSIUM
MANAGING AND PRESERVING DESIGN RECORDS

July 16 & 17, 2007
Chicago, IL

DAY 1 TALLY FORM
Monday, July 16, 2007

Time **Topic/ Speaker**

9:00-9:30 **Keynote Address:** Sticks and Stones Can Be Demolished but the Paper Record Survives!
Pauline Saliga, Executive Director, Society of Architectural Historians and Charnley-Persky House Museum Foundation

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	168	48	-	-	216	3.72
Ability to get ideas across	120	72	6	-	198	3.47
Relevance of the topic for your work	100	66	18	-	184	3.29

Comments?

- A bit too general.
- She is a wonderful speaker & excellent scholar. I would listen to her speak on any subject.
- Nice way to get the ball rolling, tying larger themes to local historical site/org.
- Nice opener.
- Great choice of keynote.

9:30-10:30 **Lecture:** The Fabrication of Architectural Drawings to 1950
Lois Olcott Price, Senior Conservator and Winterthur Assistant Professor in Art Conservation, Winterthur Museum and Country Estate

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	232	3	-	-	235	3.98
Ability to get ideas across	188	21	6	-	215	3.77
Relevance of the topic for your work	152	42	6	1	201	3.59

Comments?

- Very good!
- Extraordinary!

- These two talks (Price & Nelb) were excellent & very applicable to my day-to-day work. I can't wait for Ms. Price's book to come out!
- Very dense.
- Excellent! Comprehensive, engaging – thanks for the informative handouts.
- Very technical. Would have been better if we were told why we needed to know off of this info first – the context. I felt sorry for those new to the field. Looking forward to the book.
- Looking forward to her book. [2]
- When I first accepted my current position – I found evidence on the internet that this book was to be published – it was a moment of joy!
- More detail was presented than might have been necessary.
- Wonderful presentation – very informative, practical, useful information.
- Clear outline of talk would have helped with so much technical info.

11:00-12:00 **Lecture:** The Architectural Records Process 1950 to the Present
Tawny Ryan Nelb, Archivist and Records Consultant, Nelb Archival Consulting, Inc.

	Excellent	**Good**	**Fair**	**Poor**	**Total**	**Average**
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Knowledge of subject	224	6	-	-	230	3.97
Ability to get ideas across	192	24	1	-	217	3.81
Relevance of the topic for your work	192	24	-	-	216	3.86

Comments?

- Tremendous.
- Not clear with chronology & message. A sharper presentation would have merged better with previous talk.
- These two talks (Price & Nelb) were excellent & very applicable to my day-to-day work.
- Integrated context.
- This reference work helped a novice archivist navigate a document room of thousands of plan pages into an (almost) workable collection. Thank you thank you thank you.
- Copy of PowerPoint would have helped a lot.

Time **Topic/ Speaker**

12:00-12:30 **Lecture:** Building Tomorrow's Collections Today: Collections in Architectural Firms
Karen Widi, Library and Records Manager, Skidmore, Owing & Merrill LLP

	Excellent	**Good**	**Fair**	**Poor**	**Total**	**Average**
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Knowledge of subject	96	75	10	1	182	3.31
Ability to get ideas across	56	78	30	-	164	2.98
Relevance of the topic for your work	60	75	26	1	162	3

Comments?

1:45-2:45 **Lecture:** Collecting and Appraising Architectural Records
2:45-3:30 **Lecture:** Arranging and Describing Architectural Records
Waverly Lowell, Curator, Environmental Design Archives, College of Environmental Design, University of California

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	216	9	-	-	225	3.95
Ability to get ideas across	180	30	2	-	212	3.79
Relevance of the topic for your work	176	33	2	-	211	3.77

Comments?

Laura Tatum, Architectural Records Archivist, Manuscripts and Archives, Yale University Library

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	212	12	-	-	224	3.93
Ability to get ideas across	172	30	4	1	207	3.70
Relevance of the topic for your work	168	36	2	-	206	3.75

Comments?

3:45-4:30 **Lecture:** Housing Recommendations for Architectural Records: The Sacred and the Profane
Joan Irving, Head Paper Section, Conservation Center for Art and Historic Artifacts

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	228	6	-	-	234	3.97
Ability to get ideas across	212	15	-	-	227	3.91
Relevance of the topic for your work	196	21	2	-	219	3.84

Comments?

ARCHITECTURAL RECORDS SYMPOSIUM
MANAGING AND PRESERVING DESIGN RECORDS

July 16 & 17, 2007
Chicago, IL

DAY 2 TALLY FORM
Tuesday, July 17, 2007

Time **Topic/ Speaker**

9:00-9:45 **Lecture:** "Why in the --- do you roll your drawings?": Case Studies in Preservation Management and Planning for the Louis I. Kahn Collection Architectural Records
William Whitaker, Curator and Collections Manager, Architectural Archives of the University of Pennsylvania

	Excellent	**Good**	**Fair**	**Poor**	**Total**	**Average**
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Knowledge of subject	156	21	2	-	179	3.81
Ability to get ideas across	140	30	4	-	174	3.70
Relevance of the topic for your work	100	57	4	-	161	3.50

Comments?

- More theory and general data would have made this a more useful & stronger presentation. Should be Kahn as example of general information, not all about Kahn.
- Great to hear about a heavily used archives and how the curator deals with the challenges.
- Perhaps case study wasn't best way to address this topic. Info provided was very basic – few helpful insights.
- I'd love to know how he got funded for his building's renovation.
- The talk scared me – I'll never be able to implement these solutions – but it was enlightening to see what can be done with funding & ingenuity.

9:45-10:30 **Lecture:** Providing Access to Architectural Records
Mary Woolever, Archivist, Ryerson and Burnham Libraries at the Art Institute of Chicago

	Excellent	**Good**	**Fair**	**Poor**	**Total**	**Average**
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Knowledge of subject	160	18	-	-	178	3.87
Ability to get ideas across	144	30	2	-	176	3.74
Relevance of the topic for your work	128	27	12	-	167	3.55

Comments?

- Relevant & useful.
- Look forward to reviewing the website.
- Very good at relating case study to broader issues.
- Too case specific.

and
Lori Hanna Boyer, Exhibitions and Collections Manager, Department of Architecture and Design, Art Institute of Chicago

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	152	29	-	-	181	3.85
Ability to get ideas across	116	45	2	-	163	3.62
Relevance of the topic for your work	88	36	22	-	146	3.24

Comments?

- Too museum-y (exclusive) for library/archives. General applicability would have increased relevance.
- Look forward to visiting AIC again.
- A little too narrowly tied to her institution, less successful at making case study relevant.

Time **Topic/ Speaker**

10:45- 12:00 **Lecture:** Reformatting Options for Architectural Records
Bruce Laverty, Gladys Brooks Curator of Architecture, Philadelphia Athenaeum

	Excellent Attendees x4	**Good** Attendees x3	**Fair** Attendees x2	**Poor** Attendees x1	**Total**	**Average**
Knowledge of subject	164	15	-	-	179	3.89
Ability to get ideas across	172	9	-	-	181	3.93
Relevance of the topic for your work	136	30	2	-	168	3.73

Comments?

- Now need a cruise scanner!
- Very useful.
- Great speaker.
- I enjoy his love affair with the scanner.
- Unclear on how much tech knowledge he has. This topic is very relevant. His show and tell of images was not. More tech stuff would have been good.

1:15-2:15 **Lecture:** Management of "Born Digital" Architectural Records
Kristine Fallon, FAIA, President, Kristine Fallon and Associates, Inc.

	Excellent Attendees x4	Good Attendees x3	Fair Attendees x2	Poor Attendees x1	Total	Average
Knowledge of subject	164	12	-	-	176	3.91
Ability to get ideas across	128	36	4	-	168	3.65
Relevance of the topic for your work	108	33	14	2	157	3.34

Comments?

- Love the DAArch!
- Excellent, but a bit dry. A demonstration of the software might have helped to make the presentation a bit more interactive.
- Wanted more detail – need bigger timeframe.
- Best part of the symposium!
- For a non-computer person, this was a bit hard to follow with technical terms.
- Very complicated subject matter. Difficult to absorb technical info for non-technical person, but was very interesting.
- Wished she'd had more time to talk & explain new software – would like to have her slideshow – so much information.
- Would have been more relevant to an audience of architects or architectural firms.
- Would enjoy learning more on this topic & tracking Ms. Fallon's work especially with Chicago Art Institute. Thanks for sending out presentation.
- Very important content – she made complex understandable.

2:15-3:00 **Lecture:** Conservation Projects for Architectural Records
Joan Irving, Head Paper Section, Conservation Center for Art and Historic Artifacts

	Excellent Attendees x4	Good Attendees x3	Fair Attendees x2	Poor Attendees x1	Total	Average
Knowledge of subject	168	9	-	-	177	3.93
Ability to get ideas across	136	18	-	-	154	3.85
Relevance of the topic for your work	112	42	2	1	157	3.14

Comments?

- Only topic that dealt with a smaller institution with one collection!

and
Lois Olcott Price, Senior Conservator and Winterthur Assistant Professor in Art Conservation, Winterthur Museum and Country Estate

	Excellent	**Good**	**Fair**	**Poor**	**Total**	**Average**
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Knowledge of subject	164	15	-	-	179	3.89
Ability to get ideas across	164	15	-	-	179	3.89
Relevance of the topic for your work	132	24	6	1	163	3.62

Comments?

Time **Topic/ Speaker**

3:15-4:00 **Lecture:** Legal and Copyright Considerations for Architectural Records
William Maher, University Archivist, University of Illinois at Urbana-Champaign

	Excellent	**Good**	**Fair**	**Poor**	**Total**	**Average**
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Knowledge of subject	160	6	-	-	166	3.95
Ability to get ideas across	136	24	-	-	160	3.81
Relevance of the topic for your work	120	27	6	-	153	3.64

Comments?

- Great presentation! Could use even more on this topic – leave time fore large group Q/A in addition to breakouts.
- It's as complicated as I thought it would be!
- Good overview. Thanks.
- Very useful handout – some who knows architecture would be better if they exist.

4:00-4:40 Breakout Participant Discussion Groups

	Excellent	Good	Fair	Poor	Total	Average
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Relevance of the topics for your work	72	12	4	-	88	3.67
Moderators guided the discussions	56	15	10	-	81	3.38
Participants contributed good information	52	27	4	-	83	3.46

Comments?

- The discussion group is a great idea. I think a moderator needs to be assigned from the organizer & more time allowed for this as possible, as I would have liked to attend more than one discussion.
- Too short.
- Time would have been better spent on a panel Q & A.

4:45-5:30 Panel Discussion

	Excellent	Good	Fair	Poor	Total	Average
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
Panelists communicated effectively	64	9	-	-	73	3.84
Outstanding questions addressed	52	18	-	-	70	3.68
Relevance of the topics for your work	48	21	-	-	69	3.63

Comments?

- Always like Q/A sessions
- Good way to process questions efficiently.

OVERALL SYMPOSIUM EVALUATION

1. Overall Symposium

	Excellent	Good	Fair	Poor	Total	Average
	Attendees x4	Attendees x3	Attendees x2	Attendees x1		
A. Evaluate overall program	72	12	4	-	88	3.67
B. Comprehensiveness	56	15	10	-	81	3.38
C. Usefulness of handouts						
D. Practical value for you	52	27	4	-	83	3.46

Other comments about the symposium:

- May wish to give CD of handouts instead of notebook.
- Would have liked all presenters' notes in the binder.
- Excellent, thank you! [3]
- While I do not work in the field of record/archive management, I found the symposium very helpful & informative so I can assist our clients (involved in this domain/industry) better.
- One of the best symposia/forums I've attended.
- Very difficult to follow some speakers who were using collections/archival/curatorial info when not in those fields.
- Long days with lots of information. Would be helpful to have more interactive elements during the symposium – to keep energy up & interest high.
- One of the most informative & compact workshops I've attended.
- Please have another one soon!
- This is wonderful. Please do it more often!
- Always love to hear about other collections – their care and development. Good range of topics, history, future, legal, product info.
- Thank you! Let's do it again in 5-7 years.
- More specific content instructions to speakers. More theory – less anecdotal talks.
- A total pleasure. Excellent range to topics and engaging speakers. Congratulations!

2. Would you recommend this program to a colleague? [43] Y [ ] N

3. Did the symposium meet your expectations and information needs? Was the level of coverage appropriate for your needs? Please comment.

- Exceeded expectations. [5] Covered every aspect.
- Yes. [10]
- Preservation management session not well organized. A list of points with local examples. Was too much about their collections and not useful educationally as topic should be.
- My perspective (from and architecture firm) was not addressed as much ad I would have liked (we don't collect or have historic delicate collections).

- Absolutely! All aspects were valuable. Even parts not directly related to my day-to-day job, I will share will colleagues.
- The symposium has provided a wonderful overview. Very useful.
- Very useful & great coverage of a number of topics – could use more breakouts.
- Yes and not entirely.
- The information was very helpful and could easily be applied to situations at my institution. Although I'm not directly associated with the various forms of architectural drawings (copyright, reformatting) I found all the information useful.
- I was not expecting an all-lecture format, but did get the information and resources I need.
- Good speakers. Well coordinated. Lots of useful information.
- Nice range of topics & speakers. Level of coverage was very good. [2]
- Pretty much.
- I appreciated the opportunity to meet lots of people & talk informally at breaks & during lunches.
- Extension of discussion/questions.
- Not enough basic collections management info. More low cost solutions.
- Yes, I appreciate basic and detailed information – starting from the beginning. Very helpful.
- Yes. Digitization is becoming a really important topic of conversation in the industry. I might have liked to see more examples of institutions that have digitized their/some of their collections and examples of software or infrastructures they have used. There seemed to be a lot of myths about digitization that might scare institutions off (e.g. difficulty, costs, resources) so being exposed to examples of available tools might have helped to demystify some of their fears and concerns.
- Would have liked more technical discussion. Would have liked more discussion about electronic/CAD drawings.
- Yes, I really thought the variety was great and all speakers were excellent.
- Yes to both. Speakers addressed all aspects of my work. I appreciated time to talk with speakers and colleagues during break times and reception.
- Symposium seems to be targeted for bigger institutions. Although it was informative to have the "crème de la crème" institutions used as examples, much of the info was not relevant to a low budget, small scale institution. I did find some topics quite useful and taking away some info.
- The symposium was very informational about how all the topics pertain to architectural records specifically.

After attending this symposium, how would you assess your knowledge of :

	Basic		Average		Extensive			
	Attendees x 1	Attendees x 2	Attendees x 3	Attendees x 4	Attendees x 5	Total	Average	% Increase
4. Collections management practices for architectural records?	-	2	45	100	30	177	3.77	36%
5. Preservation and conservation standards for architectural records?	-	4	51	84	35	174	3.70	37%
6. Methods of providing access to architectural records?	-	4	36	100	40	180	3.83	34%
7. Reformatting and management of electronic records?	1	2	69	84	5	161	3.43	40%
8. Different formats of architectural records?	1	6	27	88	60	182	3.87	38%

9. What new facts or ideas from this Symposium had the most relevance to your institution?

- Basic conservation. [2] Born digital records [5]. Access. [2]
- Products (conservation) and equipment (scanner, e.g.).
- Better rolled storage.
- I appreciated the talks by Karen Witte & Kristine Fallon.
- Issues of digitization were very informative.
- Reformatting techniques/options [9]. Preservation needs.
- The variety of processes to deal with logic behind the appraisal & description of design records.
- How to store records. Types of records/formats [2].
- Appraisal and organization, practical storage solutions where object-level conservation is far from an option.
- Conservation of drawings.
- I am so thrilled to meet other archivists dealing with the same things as me & look forward to further contact with these people to help solve common problems.
- Access and copyright issues. [2]
- Preservation/Conservation. [3]
- Guidelines for archiving electronic records from AIC. Scanning standards at Philadelphia Athenaeum. Privacy and reuse of plans – issues related to this.
- Digi born. Project list.
- DAArch – can use this right away.
- Identification of formats.
- Production/reproduction processes & safe handling/cleaning of drawings.
- Conversations about digitization technologies/protocols/standards.
- The fact that I seem to be doing the same things/facing the same issues as everyone else.
- We are in the beginnings of creating our architectural archive – so the issues regarding management & collection were particularly interesting.
- History of drawings, access – many of the ideas and facts presented were new-ish and very relevant.
- Project index to describe collections.
- Project list as addition to finding aids. Digitization initiatives such as Philadelphia architects & buildings.

10. In what ways will you implement information from this Symposium to care for your institution's architectural records collections?

- Basic conservation. Access.
- I'll keep everything in mind as we process a new collection. Will share information on born-digital collections to our archivists.
- Microchamber paper housing. Use of modified project index for active firms being acquired.
- I hope to work more with the architectural firms on records management, the long timer car of their archives and the eventual donation of those archives or part of those archives to repositories.
- Copyright is very important for our photo archive. Preservation is less relevant for our day to day, but always interesting to hear about.
- Though helping the revision of policy and procedure for our collections management manual.
- I found the information valuable not only for our architectural records collections, but also for other unique collections – models, photo collections, and large paper formats.
- I will use it to make more informed decisions.
- Weeding collection ideas – hot to choose carefully & more weeding is okay.
- Not sure, as we currently have no staff dedicated to development & management of our architectural holdings. Probably useful in formulating arguments for staffing & hopefully articulating staffing needs.

- Work with other archivists to generate ideas for solutions. Discuss further the issues of conservation supplies funding with administration "models & reference".
- Share handouts/binder with colleagues at work. Incorporate numerous ideas/facts into conversations with staff.
- Improved standards within existing limitations. Use info from symposium to argue for increased resources. Explore feasibility of consultation. Explore ways for reformatting w/other local institutions or in-house.
- I will do a presentation to my instructors upon my return.
- Will implement proper archiving practices for existing architectural materials and put protocols in place for future records management.
- Reviewing access policies by comparing with samples provided by speakers.
- I don't know at the moment.
- Re-evaluate preservation & storage. Communication to management about architectural history and records.
- Review w/staff. Test it out.
- We are planning a digital project so I was very interested in the reformatting options & born digital presentation. The sessions in identifying types of records, storage & conservation treatments were also very helpful.
- Improved arrangement & preservation procedures.
- Increase education & training – preservation – indexing. Develop use of CAD standard – develop management polity to enhance collaboration & compliance submitting project files.
- DAArch.
- Since we don't have collections, I will use it to advise grant applicants.
- Too numerous to outline here.
- Implement a collecting policy, new ways to arrange & house collections, implement more security measures.
- Overall plan for the architectural collection.
- Use information provided here to design projects to propose for institution, esp. to help in seeking funding (other institutions work as models).

11. Were there other topics you would have liked included in the program? Was there a topic that you would have liked to have spent more time on? Was too much time spent on a topic? Please comment

- More time on description.
- Information at the beginning about the process of architecture and the types & media that get created to set the stage for all that followed.
- I would like to see the sessions broken up over the two days as introductory (day1) and advanced (day2). I appreciated the review of materials, conservation/preservation, and processing, but if given the choice and if these "care" lectures were grouped on the first day, I would consider attending only one day than tow. Or perhaps more advanced lectures and abbreviated "care" lectures.
- To encourage attendance by more architectural firms, perhaps more practical, firm-level advice would be nice.
- It would have helped to have more speakers from active architectural firms.
- The sessions were well organized and flowed properly between each other. The emphasis was on physical material (preservation/conservation). Perhaps a more in-depth analysis on digital techniques would have helped balance that focus, as the digital world has already encroached into all archival domains.
- Thank you for doing this symposium.
- Collection development – would have liked to hear more what others choose to collect & why.
- Arrangement and description of "collections" or materials gathered around a theme or geographical area.
- Practical/ethical considerations re: to serve or not to serve unprocessed materials.
- I realized this conference was sponsored by a conservation organization, but the conservation talks were not particularly relevant to my work.
- Value appraisal for architectural collections.
- Case studies can be <u>too</u> site specific. End in a tight schedule. Not best use of time. I would have liked a session on possible funding sources/programs.

- I could relate most to the conservation and storage concerns, but found all the information useful and applicable to my institution.
- More on electronic formats & internet display of large drawings.
- For architecture offices – the benefits of donating vs. keeping in-house archives.
- Good mix. All relevant. Another ½ day could have been useful. Maybe breakout sessions both days or more time each day for Q & A. People like to talk about the specific situations & issues.
- Probably would have spent just a little more time on why we should do particular thinks. Context would be helpful before learning the specifics/techniques/etc.
- Access to architectural records & other security issues related to national security, or what records should be over open – i.e. available on the web – and what not.
- Mechanisms for digitization/implications/pros&cons/examples of good & bad protocols/practices etc, and funding sources.
- Electronic/CAD records & digitization standards.
- Maybe a little more on the public services perspective – maybe examples fro an academic institution during the "access" section. Also, more strategies fro dealing w/donors.
- Maybe a more basic survey/discussion of metadata terms for the non-archivist responsible for large archival (architectural drawings) collection.
- Architectural records are not entirely house in institutions or firms. What about governmental records such as building permits & plans (municipal). Recently discovered that many municipalities are purging every 3, 7, 10 years, etc. Any initiatives to preserve municipal records?
- I would like more information on copyright as it specifically applies to architectural records.
- Specific recommendation for storage of difficult materials – esp. those that may contaminate other materials could have been covered more thoroughly, but as this is an item assessment, I understand why a broad approach was taken.

Other comments?

- Very well organized, well run, well moderated. [2] Conference flowed well.
- Good & informative symposium. Only wish conference info was put out earlier – missed tours & would have liked to attend.
- Would have appreciated contact info for presenters as part of program materials – not just participants. [2]
- I liked having a speaker from an architectural firm. It is a good balance to our main group of preservationists and historians and it opens new dialogues.
- Overall very good.
- Good value for modest registration fee. Excellent & diverse group of presenters.
- Great set of resources – speakers and information.
- Would be good to use a room where water, coffee, etc. can be drunk. Might be good to provide lunch so the majority of people are eating together & build networking potential.
- Thank you thank you thank you CCAHA staff & sponsors.
- Thank you!
- Slightly longer breaks please!
- As an architect, gave me an exceptional perspective on the ways documents will be used and interpreted in the future.
- Excellent all around.