

**The Foundation of the American Institute for Conservation  
of Historic & Artistic Works**  
presents an FAIC Online course

THE FOUNDATION  
OF THE AMERICAN  
INSTITUTE FOR  
CONSERVATION  
OF HISTORIC AND  
ARTISTIC WORKS



## **“Records and Information Management for Conservation”**

October 16 – November 12, 2008

Instructor: Holly Robertson

Registration Fee: AIC Members \$200; Non-members \$300

Anyone running a conservation practice or laboratory deals with information in multiple formats, from treatment reports on paper to documentation photos on film and client correspondence via email. How can you quickly access treatment files from twelve years ago? If an object you’ve conserved becomes part of a court case, will you be able to comply with records subpoenas and discovery requests, and protect yourself from liability? Can you use a documentation photo from a recent treatment in your new brochure? Do you need to keep your electricity bill from 1983 or your bank statement from 2001? What do you do with that stack of conservation literature in the corner? Taking the time now to create a system to manage your records will save you time, money, and aggravation in the future.

By taking this course, you will learn to:

- Assess the records you have and what you need to manage them
- Develop systems to maintain conservation treatment documentation as well as business records
- Understand the benefits and drawbacks of “going digital”
- Improve your operations and productivity
- Create strategies to reduce—or live with—mess
- Identify what records you can get rid of (and when)
- Preserve your vital records, even if a disaster strikes

Online discussion forums allow you to draw on the combined experience of other participants as well as the course facilitators. Best of all, “Records and Information Management for Conservation” comes to you. All you need is a computer with Internet access and you are ready to learn.

“Records and Information Management for Conservation” is a four-week course. The course will begin on Thursday, October 16, and continue, with new activities and discussions each week, through November 12. The instructor, Holly Robertson, will guide discussions and offer tips and resources beyond what you find on the course site. You may work on the course at any time within each week.

### **Time Requirements:**

Expect to spend at least six hours per week on the course – roughly the equivalent of attending a full-day workshop each week. You will use this time to view videos, read supplemental materials, and to read and respond to the work of others in the course. *You*

choose when, according to your own schedule--at noon during your lunch break, in the evening with a cup of coffee by your side, or at six in the morning in your favorite jammies. (Although the timing of your participation is flexible, we have found that participants have difficulty keeping up with the course during extended trips.)

### **Is Distance Learning Right for You?**

We're glad you asked! We all learn in different ways. The last page of this document contains a short quiz to see if this type of course is a good match for your learning style.

### **Technical Requirements:**

No special hardware or software is needed for this course. An internet connection and a reasonably up-to-date browser (Explorer, Netscape Navigator, Mozilla Firefox, or Safari) are all that is required.

### **Registration**

The fee for this course is \$200 for AIC members, \$300 for non-members. To register, complete and return the registration form, which is available on the AIC website or from the AIC office. The registration deadline is October 14, 2008. Participants will be accepted in order of receipt of paid registration. Enrollment is limited, so early registration is advised.

### **About the Instructor:**

Holly Robertson received her MSIS from the University of Texas at Austin, with a Certificate in Conservation Studies. She interned at Harvard College Libraries and worked at the University of Texas at Austin and the University of Georgia Libraries before joining the University of Virginia Library as Preservation Librarian in 2005. She has created online tutorials and provided classroom training to empower student use of technology tools for conservation and librarianship.

### **About the Series**

"Records and Information Management for Conservation" is part of FAIC's online education series, "Business and Management Practices for Conservators." Funded by a grant from The Getty Foundation, the series covers basic business skills with a focus on the requirements of the conservation community.

### **Credits**

Course Content: Holly Robertson and Mary Cooper

Instructional Design: Roberta Westwood

Project Management: Eric Pourchot

Hosting and Course Support: iCohere

Contributors and Reviewers: Beth Heller, Shannon Phillips, Sarah Lowengard, Nancy Schrock

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## FAIC Online Learning

### Is FAIC Online Learning Right for You?

**Instructions:** Use this worksheet to get a snapshot of your learning style and personal characteristics. Circle the number in the response column that best describes you. Then add your circled numbers and read the comments at the bottom of the page.

Question	Yes or Always	Sometimes or Usually	No or Never
Do you start projects with enough time that you don't have to rush to finish them? Do you meet deadlines--both those you set and those set by others?	3	2	1
Can you make time in your weekly schedule to include the recommended number of hours for the course you plan to take? Can you do it each week?	3	2	1
Do you have good communication skills? Do you enjoy expressing yourself in writing?	3	2	1
Do you find class discussions helpful?	3	2	1
Are you willing to try new things?	3	2	1
Do you enjoy thinking about--and sharing with others--your own experiences?	3	2	1
Will you miss the experience of sitting in a classroom?	1	2	3
Are you comfortable using a computer?	3	2	1
Are you willing to learn from others--expert and non-expert alike?	3	2	1

#### Add up your score.

- 12 or below      An FAIC online course probably is not for you  
 13-20            Although you might find the course tough going at times, online learning is worth a try.  
 18-25            We think you'll find an FAIC online course very rewarding.

Participants have reported that they got the most from their FAIC online course if they:

- are motivated and self-disciplined
- can build course time into their weekly schedule from the beginning
- are comfortable communicating in writing
- are willing to try different learning environments
- are willing to draw on their own experiences
- are willing to help others learn and to learn from others
- have the computer skills to participate in all course activities