

## **Museums for America**

Sample Application MA-30-17-0214-17 Project Category: Collections Stewardship Funding Level: \$25,001-\$500,000

# **Autry Museum of the American West**

Amount awarded by IMLS: \$500,000 Amount of cost share: \$985,905

Attached are the following components excerpted from the original application.

- Abstract
- Narrative
- Schedule of Completion

Please note that the instructions for preparing applications for the FY2018 Museums for America grant program differ from those that guided the preparation of FY2017 applications. This year, the maximum that may be requested from IMLS is \$250,000. Be sure to use the instructions in the FY2018 Notice of Funding Opportunity for the grant program and project category to which you are applying.

### **Abstract**

The Autry Museum of the American West respectfully requests \$500,000 over two years from the Institute of Museum and Library Services to relocate its collection of 21,000 Western Americana objects and 5,000 linear feet of archival material to a state-of-the-art, LEED-certified collections care, research, and education facility located 2.7 miles from the Autry's museum campus. The goals of the project are to ensure the long-term preservation of the collections and to expand accessibility to the collections for curators, scholars, students, historians, artists, film professionals, and tribal communities.

The Western Americana collection comprises paintings, sculptures, photography, decorative arts, costumes, textiles, firearms, tools, toys, games, musical instruments, and other historical objects. The collection's best and most significant holdings include an Imagined West collection of art, film, and television; 19th century landscape paintings; contemporary western representational art; objects related to the history of the Wild West shows and western performers; historical firearms and Colt firearms; and an encyclopedic collection of tools, equipment, saddles, and clothing representing the history and myth of the Cowboy and ranching life. Archival materials comprise manuscripts, photographs, maps, film posters, sound recordings, music scores, and printed ephemera that support research into the history, geography, fine arts, tourism, and material, popular, and consumer culture of the American West.

The proposed move will address three critical problems in the Autry's current collections storage: poor environmental conditions, increased observance of pests, and overcrowding. The 28-year-old, centralized HVAC system struggles to maintain consistent temperature and humidity levels and does not allow for individualized control of storage spaces, galleries, and offices. Increasingly wide swings in temperature and humidity range far beyond the levels considered acceptable today. These fluctuations coincide with an increase in the number of insects observed in monitoring traps in the storage areas. As well, the Autry's collection storage areas are overcrowded and access to the collection is severely limited in many areas of storage due to large, heavy objects in the aisles, boxes of objects palletized and stored under work tables and on top of cabinets, and carts full of objects standing in front of shelves.

Over the course of two years, the Autry's highly-trained team of collections and conservation staff will systematically prepare and move the Autry's collection, currently stored across 15,880 square feet of storage space, to the Resources Center. The following workflow will guide the move of each object: condition assessment by conservation staff – cataloguing and reconciliation (as needed) – basic condition reporting – inventory – barcoding (as needed) – either conservation treatment or cleaning – rehousing (if needed) – wrapping in plastic (for ethnographic materials and textiles that will be frozen) – packing – moving to the Resources Center – freezing – unpacking to permanent storage location – running database reports to ensure object location matches storage location.

The move project will be broken up into segments of storage ("focused projects"), and targets and goals will be created for each focused project. The project team will meet before the start of each project, midway through, and upon completion – as well as throughout as needed – to review and evaluate the process, monitor the timeline and progress to goal, make modifications as needed, and confirm that all objects have been moved, unpacked, and correctly updated in the database. A final inventory report will be run through the database to ensure that all objects show a Resources Center location, thus signifying the successful move of the collection and completion of the project.

The project's intended outcomes are to significantly increase the long-term preservation of and access to the Autry Collections by relocating them to the Resources Center. Once at the Resources Center, objects will be stored using above average, best practice methods to protect them against earthquakes, pests, extreme temperatures, humidity, fire, and water. Objects will be stored by type on customized storage systems, making them easier to access and view while maximizing storage efficiency. Greater access to and knowledge about the Autry collections will enable curators, scholars, artists, students, and others to use them to explore, reinterpret, and engage in fresh thinking about the peoples, cultures, places, and myths of the West.

Abstract 1

#### **Narrative**

### 1. PROJECT JUSTIFICATION

Project Proposal. The Autry Museum of the American West ("The Autry") respectfully requests \$500,000 over two years from the Institute of Museum and Library Services to relocate its collection of 21,000 Western Americana objects and 5,000 linear feet of archival material to a state-of-the-art, LEED-certified¹ collections care, research, and education facility. The goals of the project are to ensure the long-term preservation of the collections and to expand accessibility to the collections for curators, scholars, students, historians, artists, film professionals, and tribal communities. At the Resources Center, the Autry Museum Collection will—for the first time—be united with the collections of the Southwest Museum of the American Indian and the Braun Library, which were both acquired through the 2003 merger of the Autry Museum and the Southwest Museum. Access to the collections under one roof will support the Autry's mission to "tell all the stories of the American West" while creating synergies and opportunities that will advance research, exhibition development, publications, motion pictures, and cultural investigations, and may perhaps even change how the American West is discussed, interpreted, and shaped in academia and in the many public platforms of broader cultural life. Located just 2.7 miles from the Autry's primary campus, the two-story, 103,000-square-foot Resources Center meets above average collections care standards², including computerized environmental controls, fire suppression systems in each storage room, custom-designed storage systems, and 24/7 security.

**Statement of Need.** The proposed move will address three critical problems in the Autry's current collections storage: poor environmental conditions, increased observance of pests, and overcrowding. Located in Griffith Park – the nation's largest municipal park – the Autry is next to the Los Angeles River, 20 miles from the Pacific Ocean, and across the street from the Los Angeles Zoo. The city experiences extreme heat, low humidity, and desert winds. The Autry's 28-year-old HVAC system—new and state-of-the-art when installed—struggles to maintain the consistent temperature and humidity levels needed to counter these extremes. Increasingly wide swings in temperature and relative humidity (RH) readings (over 76° F and 57% RH) – particularly in the fall and winter months - range far beyond the levels considered acceptable today (*see Supporting Document 1: 10 years of temperature and humidity readings*). Furthermore, the centralized HVAC system does not allow for individualized control of collections storage spaces, galleries, and offices, such that preservation needs are often at odds with staff and visitor comfort.

The broad fluctuations in temperature and RH coincide with an increase in the number of insects observed in monitoring traps in collections storage areas. In one instance, substantial treatments were required, not only for the affected object, but also for others in the vicinity. For example, an isolated beetle incident in the art storage room required having to re-line and in-fill lost media (including in-painting a 19th century painting); freeze textiles also stored in the room as a preventative measure; apply plastic wrap to paintings and place them in quarantine; partially remove some flooring where infestation continued; and fumigate the art storage room. The outdated design of the collections storage area – one large room with shelves, cabinets, pallet racks, and work spaces – weakens protection against pests by nature of being one room accessible by many (see Supporting Document 2: Collections storage floor plan).

Finally, as a thriving, 28-year-old museum with a commitment to expanding its collections, the Autry has outgrown its storage space, as evidenced by significant overcrowding. In spite of the addition of pallet racking and additional shelving units in storage over the last five years, access to the collection is severely limited in many areas of storage due to overcrowding of shelves and floor space, large, heavy objects in the aisles that require a pallet jack to move them, boxes of objects palletized and stored under work tables and on top of cabinets, and carts full of objects standing in front of shelves (see Supporting Document 3: Images of current storage conditions). The three issues outlined above have led to an increase in the amount of time it takes staff

Narrative 1

<sup>&</sup>lt;sup>1</sup> Tracking Gold certification at time of submission (December 2016).

<sup>&</sup>lt;sup>2</sup> International Council of Museums (ICOM), American Alliance of Museums (AAM), and specific disciplines and professions as they apply to the Autry.

to perform inventories and barcoding, pull artifacts for research and exhibition, and find storage locations for new acquisitions.

**Project Beneficiaries.** The Autry's combined collections include 600,000+ works of art, historical objects, and library and archival materials that represent the diverse peoples, perspectives, and ideas that define the American West. Among them are 238,000 baskets, ceramics, beadwork and jewelry, textiles, and other objects representative of indigenous peoples from Alaska to South America from the Southwest Museum of the American Indian Collection, as well as 200,000+ books, maps, manuscripts, photographs, sound recordings, and archival material from the renowned Braun Research Library Collection. These collections, which were susceptible to very poor environmental conditions in the 1914 Southwest Museum building, have already been moved to the Resources Center.

The proposed project will move the Autry's Western Americana collection and related archival material to the new, state-of-the-art Resources Center, designed and built to preserve the Autry's unrivaled collection and to make it maximally accessible to researchers and the public. The collection comprises 21,000 paintings, sculptures, photography, decorative arts, costumes, textiles, firearms, tools, toys, games, musical instruments, and other historical objects. The Imagined West collection of art, film, and television is one of the best of its kind. The collection's greatest strength is in 19th century landscape painting and contemporary western representational art. Holdings related to the history of the Wild West shows and western performers are excellent. Historical firearms and Colt firearms are arguably the best public collections of their kind. The Autry's collection of the tools, equipment, saddles, and clothing representing the history and myth of the Cowboy and ranching life is encyclopedic. The clothing and textiles collections are quite significant, including sub-collections of Hispanic weavings, Euro-American quilts, and Western-styled clothing prior to 1960. The Hispanic Arts and Culture collection is broad in its geographic and temporal scope, ranging from Meso-American artifacts to contemporary Hispanic art. Historical Spanish Colonial art and the work of 19th century and contemporary New Mexican Santeros are very well represented.

The Autry Collection also includes 5,000 linear feet of archival material including manuscripts, photographs, maps, film posters, sound recordings, music scores, and printed ephemera. These holdings support research into the history, geography, fine arts, tourism, and material, popular, and consumer culture of the American West. Areas of strength include the material culture of cowboy and ranch life, Western literature, music, television and film history, the business of the Western entertainment industry, and popular Western imagery. The collection of documents and artifacts related to Gene Autry himself is rich and of consequence in its own right.

The Autry also cares for long-term collections on loan. In 2007, the Autry and the California Historical Society joined in a 100-year partnership to bring the history of California to a wider audience. Sixty-eight of the society's 1,000 paintings – including major works by Albert Bierstadt, James Walker, and Maynard Dixon – and the entire 600-piece holding of 19th century and early 20th century clothing and accessories were transferred to the Autry's facility for exhibition and conservation.

Advancing the Autry's Strategic Plan and IMLS Goals. The move of the Autry collections to a modern collections care, research, and education facility directly aligns with one of five overarching strategies of the Autry's strategic plan: "Increase awareness of our world class collections; maintain commitment to best practices in care, interpretation, development, and preservation of the collections; and work to make the collections more accessible for present and future generations." Key deliverables under this strategy are: (1) Move the Autry Collections from the Griffith Park campus storage to the new Resources Center; (2) Officially open a fully operational Resources Center; (3) Increase researcher (including curators, educators, scholars, and graduate students) and tribal access to all collections; and (4) Make our collections accessible to the public in a variety of high quality ways. The proposed project also aligns strongly with the IMLS goal to "strengthen the ability of an individual museum to serve its public."

Storage at the Resources Center will enhance the collection's long-term preservation, increase knowledge about the collection, and improve collection-information management, all of which provide the foundation necessary for exhibition development, research, publication, and programming. Increased access to the collections will enable the Autry's curatorial, library, education, and program staff to identify and develop new interpretative strategies for engaging visitors with the collections, such as interactive media stations in the galleries that highlight collection objects and/or web-based exhibitions. With greater access, members of the public stand to learn untold lessons and stories from the objects that could make an impact in how people think about the West – past, present, and future.

Importantly, once the move of the collections is complete and the Resources Center open (post-IMLS grant), the Autry will be in a position to continue digitizing its collections and making them accessible to public and scholarly audiences via the Autry's Collection Online database (<a href="http://collections.theautry.org/">http://collections.theautry.org/</a>). Currently, the entire Southwest Museum Collection and portions of the Autry Collection are digitized; of these, 50,000+ objects are available online for public viewing and 150,000+ objects are available online to researchers.

The American West is a dynamic region and one of continuing interest to public and scholarly audiences alike, particularly as perceptions of America, at home and abroad, continue to be influenced by the history and mythology of the West. Increased access to collections and archives that document the history of the West - both physically with the move to the Resources Center proposed here and online via collection digitization in subsequent years – will provide many opportunities to explore, interpret, and engage in fresh thinking about the peoples, cultures, places, and myths that embody the West. [See Supporting Document 5 for letters of recommendation from the Autry's President and CEO, a museum architect who is a recognized authority in the field of museum collection storage system design, and two history scholars.]

### 2. PROJECT WORK PLAN

**Specific Activities.** Over the course of the 10-year Southwest Museum Preservation Project—wherein the 238,000-piece collection was conserved, rehoused, photographed, catalogued, and moved—the Autry created an agile, highly-trained team of collections and conservation staff and developed a foolproof workflow for preserving and moving collections. The Autry will use the same team and leverage the knowledge gained from the Preservation Project, with some modification as needed to accommodate different object types, conditions, and storage needs, to move the Autry collection from the Griffith Park facility to the Resources Center.

The move project will be broken up into segments of storage ("focused projects") based on physical location, similar object types, and packing/moving methodology. The majority of the Autry's collections are stored in an underground, 13,880-square-foot storage room that is divided into five spaces and a smaller room (See *Supporting Document 2: Collections Storage Floor Plan*):

- The A column holds mostly ethnographic material on shelving and flat files (e.g., posters).
- The B column contains closed Delta cabinets that hold costumes, textiles, small items, firearms, shoes, headdresses, musical instruments, and flat files (e.g., maps and artwork). It also has shelving with some additional ethnographic material and objects on floor pallets in the hallways.
- The pallet racking area contain pallets with furniture, other oversized objects that do not fit on shelves, and ethnographic objects in boxes that are stored on pallets due to overcrowding in the A column.
- The C column holds mostly material culture items such as branding irons, tools, toys, archival materials, boxes of photographs, and historic household items.
- The D column contains shelves housing the Autry Library Collection, which is moving to the Resources Center in December 2016 to make room for the larger moved being proposed here.
- A 1000-square-foot room for storing paintings, prints, watercolors, and muslin paintings ("Art Storage").

An additional storage area of 2,000 square feet, known as the "Romance Expansion," is located on the second floor of the museum and houses palletized objects and long-term loan collections of paintings.

The following workflow will guide the move of each object stored in the various spaces described above: condition assessment by conservation staff – cataloguing and reconciliation (as needed) – basic condition reporting in the Autry's Mimsy XG database – inventory – barcoding (as needed) – either conservation treatment or cleaning (light vacuuming) – rehousing (if needed) – wrapping in plastic (for items that will be frozen) – packing – moving to the Resources Center – freezing (for ethnographic materials and textiles) – unpacking to permanent storage location – running database reports to ensure object location matches storage location. Modifications will be made to the workflow based on factors including the fragility of the object; its current storage conditions (i.e., is it already housed suitably or does it need rehousing in the form of a new handling tray, storage box and/or lid, folder, etc.); whether or not it has a barcode; and special transportation requirements, such as locked crates for the firearms collection.

Two full-time and one part-time conservator will assess objects using a ranking system (1, 2, or 3) and provide packing instructions if needed. A ranking of "1" means a conservator must pack the object. A "2" means the object requires special packing and guidelines will be provided. A "3" means soft packing will suffice. As part of the Autry's integrated pest management program, conservators want all ethnographic materials and all textiles to be frozen. Items will be prepared for freezing (wrapping boxes in plastic) and labeled as such before moving to the Resources Center. Freezing (10 days at -30 degrees F) will occur at the Center before the objects are moved to their final storage location.

**Sequence of Activities.** In preparation for the move, the project team will perform the following key activities between January and October 1, 2017<sup>3</sup> (proposed IMLS grant start date): (1) De-install the shelves in the D column to create a work space that will be used solely for inventory and rehousing; (2) Review all areas of storage for object groupings; (3) Identify supply and equipment needs; (4) Meet with contractors to review and schedule activities; (5) Design layout of art storage area at the Resources Center with the Chief Curator/Curator of Visual Arts; (6) Post job descriptions for the 8 temporary, full-time positions that will support the move; and (7) Identify objects that will not move due to future, scheduled installation in the galleries.

Using the object preparation workflow outlined on page 4, the project will move forward as follows:

- 1. <u>Start-Up (October-November 2017):</u> Upon notification of the grant, staff will order packing supplies; purchase scanners for barcoding; and interview, hire, and train new staff. Additional packing supplies and IT equipment will be ordered in January 2018.
- 2. <u>Pallet Racking (November-December 2017):</u> Objects on pallet racks will be divided into two projects: (i) objects stored in boxes on pallets and (ii) objects stored directly on pallets that require some cleaning before/during the move. Once all objects are moved to the Resources Center, pallet racking will be deinstalled, leaving enough open space to create a cleaning/packing/staging area.
- 3. <u>B Column Floor Pallets (November 2017-January 2018):</u> Large objects on floor pallets will be stabilized for transportation and storage before moving in January 2018.
- 4. <u>B Column Shelving (1st two weeks of February 2018)</u>: Boxes of objects on shelves will be sorted by object type and either temporarily moved to the A Column storage area (until the move of that area) or wrapped in plastic (if needed) and moved to the Resources Center (1st two weeks of February).
- 5. B Column Cabinets (Mid-February-August 2018; October 2018)
  - a. Using three teams of two people, this focused project will take at least six months to complete due to the sheer quantity of objects housed in the cabinets and their varied states of fragility and housing.
  - b. Objects stored in Delta cabinets will be sorted by object type and category (e.g., jewelry, firearms, shows, etc.).
  - c. Garments will be assessed to determine which can move on rolling racks and which must be moved flat.
  - d. Pistols and other firearms will be crated and locked before moving, and project team staff will work with the Acquisitions Registrar to determine Federal Firearms Licensing (FFL), packing, and courier requirements.

<sup>&</sup>lt;sup>3</sup> These activities are not included in the grant budget.

e. Once objects are packed, the cabinets will be removed and relocated to the Resources Center by McMurray Stern, a contractor specializing in the planning, design, and implementation of storage solutions, and the objects will be moved in October 2018.

#### 6. C Column Storage Area (September 2018-May 2019)

- a. Four teams of two people will perform the inventory, barcoding, rehousing, and packing of the archival, ephemera, and unboxed, two-dimensional materials stored on these shelves.
- b. There are several racks of rifles in the C Column aisles that will also be crated and locked before moving. The project team staff will once again work with the Acquisitions Registrar to determine Federal Firearms Licensing (FFL), packing, and courier requirements.
- c. All objects in this section will be moved to the Resources Center in May 2019.
- 7. <u>B and C Column Flat Files (June 2019)</u>: Files will be organized by one of three new flat file cabinet sizes at the Resources Center (the current storage is "one size fits all"), rehoused into storage folders, packed, and moved to the Resources Center (June 2019). This focused project will require one team of two people.
- 8. A Column Storage Area (June-July 2019): Two teams of two people will prepare the ethnographic objects in this section for the move. Many objects are already packed in boxes and wrapped in plastic. Those that are not packed will be assessed by a conservator; many will require new handling trays and custom boxes. Once the objects are packed and boxes wrapped in plastic, the boxes will be labeled for freezing at the Resources Center and placed on carts. McMurray Stern will remove and relocate the shelving to the Resources Center, and the objects will follow.
- 9. <u>Romance Expansion (August-September 2019):</u> The project team will perform some packing/crating and stabilizing of palletized objects and everything will be moved to the Resources Center, with the exception of the California Historical Society painting collection (600 paintings), which will be packed and moved by Atelier 4 (fine art shipping company).
- 10. <u>Art Storage (August-September 2019):</u> All objects in this room are barcoded and inventoried. Atelier 4, a fine art shipping company, will soft pack (cardboard or blue board; plastic; bubble wrap) or slat crate (reserved for paintings that are high value and/or have complex frames) the objects and move them.

Evaluation, described in detail in below, will occur throughout each focused project as well as the overall project.

**Risks.** The biggest risk to the project is that it will take longer than planned. For this reason, additional time has been built into the timeline for each focused project identified above to allow for unexpected delays, either in the project itself or in the daily work of the project team, who will continue with their registration and collections management responsibilities and may be called upon to take on unscheduled projects. That said, because the majority of the project team is composed of individuals who worked on the Southwest Museum Preservation and Move Project, the Autry is confident in their ability to plan and fully carry out a project of this size.

Key Project Staff. The Autry will use a highly trained team of collections management and conservation experts, all of whom participated in the 10-year preservation and move of the Southwest Museum of the American Indian Collection to the Resources Center, as well as in the planning and design of the Resources Center. The move project will be led and managed by <a href="LaLeña Lewark">LaLeña Lewark</a>, Senior Director of Collections and <a href="Conservation">Conservation</a>, Lewark, who has been with the Autry for 15 years, directs and prioritizes collections management, conservation, and library policies and procedures for the Autry. She led the Southwest Museum Preservation and Move Project. <a href="Cecilia Bordarampé">Cecilia Bordarampé</a>, Permanent Collections Registrar, will manage oversight of the move project along with the Collections Manager. She will oversee the planning and implementation of the move schedule and logistics, order materials/equipment, and communicate with outside vendors related to crating objects and de-installing shelving in the current storage area. <a href="Yuki Ando">Yuki Ando</a>, Collections Manager, will create and refine the procedures and timeline for the move project, develop packing methods for the safe transfer of the collection, and lead the team responsible for the physical move. Bordarampe and Ando will

regularly consult on the work flow and staff, monitor the timeline, and manage the systems for unpacking objects at the Resources Center, as well as populating the storage rooms according to type of object. Conor McCleary, Associate Registrar, will assist with conducing object inventory and with the reconciliation of objects that are without a record or have complications associated with them. Specifically, this will involve creating new records in the Mimsy XG database and assigning new numbers for objects found in the collection without previous records, as well as researching existing records in the database to clear up any inventory confusion or inconsistencies that arise. Richard Moll, Chief Conservator, Jennifer Kim, Conservator, and Ozge Gencay-Ustun, Assistant Conservator, will make condition assessments and assign packing methodology, provide temporary stabilization for objects in moderate need of intervention before packing, and provide permanent stabilization treatments for the most unstable objects before packing. Additionally, the Autry will hire four temporary, full-time Collections Assistant Registrars and four temporary, full-time Collections Associates to support the move, including re-housing objects, tracking the location and movement of each object at the Griffith Park campus and the Resources Center, preparing/packing/assisting with transporting re-housed objects to the Center, and managing the arrangement and well-being of objects at both locations.

**Project Resources.** The Autry is requesting \$500,000 from the IMLS to support the salaries and fringe benefits of three FTE Collections Assistant Registrars and 1.5 FTE Collections Associates, all of whom will be hired for the duration of the two year project and are critical to being able to carry out the project in the timeline outlined above. IMLS funds will also cover a portion of the packing supplies and materials needed.

The Autry will provide in excess of a one-to-one match (\$985,905) for the proposed IMLS grant in the form of salaries and fringe benefits for seven current staff and 3.5 temporary, full-time staff—one Collections Assistant Registrar, 1.5 Collections Associates, one Collections Assistant Registrar to be hired for nine months in year two, and one Collections Associate also to be hired for nine months in year two. As mentioned previously, the seven permanent employees have been with the Autry for many years and all participated in the ten-year preservation and move of the Southwest Museum Collection to the Resources Center. The Autry match will also cover the costs of hiring McMurray Stern, which will move parts of the collection and its shelving, cabinets, and racks to the Resources Center, and Atelier 4, which will move the art collection. The Autry will cover the expenses of the majority of supplies, materials, and equipment purchases. Packing supplies and materials - including pallets, blue boards, Coroplast sheets, Sintra boards, clear polysheets, stretch wrap, washers, webbing, foam rolls, unbuffered tissue, Ethafoam planks, boxes, and gloves, among many others - will be purchased in both years. Equipment, including pallet jacks, ladders, fletcher cutters, working tables, selfhealing cutting matts, dollies, carts, and others, will be purchased in year one. See Supporting Document 6: Packing Supplies, Materials, and Equipment for an itemized list. Finally, the Autry will cover the costs of two mobile workstations comprising iPods outfitted with sleds for barcode scanning, laptops, and carts, which are required for the duration of the project.

Evaluation and Tracking Progress. The project will be deemed successful when 100% of the Autry Collections have been moved to the Resources Center, including (as applicable) inventoried, barcoded, reconciled, assessed and (if needed) treated by conservation staff, cleaned, rehoused (if needed), packed, transported from the Autry to the Resources Center, and unpacked to their new, permanent storage locations. Targets and goals will be created for each focused project based on the initial assessment of the amount of rehousing, cleaning, reconciliation, and barcoding that is already completed and what remains to be done to move the collection safely. Deadlines will also be created for each focused project, allowing staff to fine tune the scope of successive focused projects and keep to the two-year project timeline.

For each focused project, the project team will have a pre-meeting to review the process, coordinate space needs with other collections management staff, identify supplies needed, and create a working timeline with deadlines. Midway through each focused project, the team will convene to evaluate the process and determine if any "course correction" is needed to ensure the original deadline is met and that any corrections do not interfere with moving on to the next focused project. If the team determines the timeline needs modification, it will do so at this point. A brief meeting will be held after the completion of each focused project to review that locations

have been updated correctly. For any errors discovered, the locations will be reconciled. Additionally, a final inventory report will be run through the database to ensure that Griffith Park campus storage locations show no objects, thus signifying the successful move of the collection and completion of the project.

**Dissemination of Project Results.** The Autry is excited to engage its audiences with the move project via a social media campaign on Facebook, Twitter, and Instagram (~38,000 followers). Each month, the Autry will post either an image of an exciting/beautiful object that has been uncovered or rediscovered during the inventory process or a live video capturing a noteworthy activity. A unique hashtag will be used to differentiate the project from other postings.

Once the collection is moved and the Resources Center open to the public (likely in 2019), the Autry will launch a public relations campaign including a press release; tours for press, community members, tribal entities, and scholars; and dedicated web pages with information about the Resources Center, to name a few. Autry staff has heard from museum colleagues around the Los Angeles area that they are eager to see the Resources Center and its customized storage solutions and to learn about the methodology behind its design. Once the Center is open, the Autry will host an informal reception for collections management, conservation, library, and curatorial colleagues to tour the facility and ask questions.

#### 3. PROJECT RESULTS

Intended Results and Improved Care and Access to the Museum Collection. The project's intended results and benefits are to significantly increase the long-term preservation of and access to the Autry Museum Collections by relocating them to the Resources Center. As stated in the Project Justification, preservation and access to the collection are currently hindered by overcrowding, a failing HVAC system, and observed increase in pest activity. All objects (excluding those that are already properly housed, boxed, and ready to move) will undergo review by Autry conservators, ensuring each object has an up-to-date condition report, is treated (if necessary), and is safely housed/rehoused and packed using best practice techniques. Once at the Resources Center, objects will be stored using above average, best practice methods to protect them against earthquakes, pests, extreme temperatures, humidity, fire, and water. At the same time that the Center is designed to increase access, it also features enhanced security levels to ensure that only the appropriate staff and approved external researchers/curators/scholars can enter storage areas. Objects are stored by type, making them easier to view and access. Storage rooms have individualized temperature and humidity controls, meeting the needs of the varied object types in the Autry collections. Along with the Autry's integrated pest management policy, these controls will help prevent pests. Storage systems have been customized for specific objects and rooms and shelving can accommodate objects of varying heights and widths, all maximizing storage efficiency. Importantly, each storage room is designed to accommodate a 20% growth in the collection, meaning objects will be stored in much less crowded conditions (see Supporting Document 4: Images of storage at the Resources Center). The comprehensive inventorying of the collection to be conducted during the move, as well as barcoding when needed, will enable greater access to and knowledge about the collection that can be used by curators, researchers, students, and others to develop exhibitions, publications, dissertations, films, and other projects that in turn can broaden public understanding of the West.

**Tangible Products.** A complete inventory of the Autry Museum collections will be the final product. Objects will be searchable in the database by a unique barcode that identifies its object number, object name, and cultural affiliation.

**Sustain Project Benefits.** Once the collections are moved to the Resources Center, they will continued to be cared for using the best practice collections care and management procedures the Autry already has in place. The barcoding, reconciliation, and inventorying conducted during the move project will ensure the entire Autry Museum collections are accessible in our database, and thus more easily shared with internal and external stakeholders looking to learn more about the American West. Furthermore, in line with the Autry's strategic plan, the move of the collection will lay the groundwork for its continued digitization and for sharing it with online audiences via the Autry's online collection database.

Schedule of Completion - Year One	2017			2018								
THE CALL CALL CALL	Oct		Dec		_	Mar	Apr	May	Jun	Jul	Aug	Sept
Start Up		1101		0 0022	1 00	11202		1.1203	0 0.22	0 0-1		2000
Order packing supplies												
Hire and train new staff												
Order IT equipment and additional packing supplies												
Pallet Racking Storage Area												
	-											
Load objects already packed in boxes onto carts.			$\vdash$									
Prepare objects stored directly on pallet racks for move.												
Move objects to Resources Center (RC); McMurray Stern moves pallet racks												
to RC.												
B Column Storage Area: Floor Pallets												
Stabilize palletized objects for transportation and storage.												
Move objects.												
B Column Storage Area: Shelving												
Sort objects by type; either move temporarily to A Column storage or wrap in												
plastic and move to RC.												
B Column Storage Area: Cabinets												
Identify object types and create categories; sort; inventory; pack; move.												
Assess garments for move requirements; inventory, pack, and move.									$\vdash$			
Crate and lock firearm collection; determine Federal Firearm Licensing and												
other packing requirements; move.												
C Column Storage Area												
Inventory, barcode, rehouse, pack, and move items on shelving.												
Crate and lock firearm collection; determine Federal Firearm Licensing and												
other packing requirements; move to RC.												
Evaluation			-									
Targets, goals, and timelines created for each project. Pre-meetings; midway												
check-in; completion meetings; and final inventory reports.												

Schedule of Completion

Schedule of Completion - Year Two	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
B Column Cabinets												_
Move all objects. McMurray Stern to deinstall, move, and install Delta												
cabinets at the Resources Center.												
C Column Storage												
Inventory, barcode, rehouse, pack, and move items on shelving.												
Crate and lock firearm collection; determine Federal Firearm Licensing and												
other packing requirements; move to RC.												
B and C Column Flat Files												
Organize files by size; rehouse; pack; and move										-		
A Column storage												
Prepare ethnographic objects for move. If not already packed, objects will												
be assessed by Conservation and rehoused.												
All objects will be boxed and wrapped in plastic for freezing at the												
Resources Center.												
McMurray Stern to remove and relocate shelving to the Resources Center.												
Objects will move.												
Romance Expansion												
Pack/crate paintings; stabilize palletized objects; move to RC.												
<u>Art Storage</u>												
Atelier 4 will soft pack or slat crate objects and move them to RC.												
Evaluation			-						-			
Evaluation  Tagesta and timelines are stad for each project. Due mostines with the second state of the sec												
Targets, goals, and timelines created for each project. Pre-meetings; midway												
check-in; completion meetings; and final inventory reports.												

Schedule of Completion