

## Photographs: Their Environment, Storage, and Exhibition – American University of Beirut (9 – 20 November 2015)

Approx. times	MONDAY (9 <sup>th</sup> Nov)	TUESDAY (10 <sup>th</sup> Nov)	WEDNESDAY (11 <sup>th</sup> Nov)	THURSDAY (12 <sup>st</sup> Nov)	FRIDAY (13 <sup>th</sup> Nov)
9.00 – 10.45	<b>Welcome (AUB, AIF &amp; GCI)</b>  <b>Workshop overview (instructors)</b>  <b>Participants' introductions (3-5 min)</b> <ul style="list-style-type: none"> <li>• who you are</li> <li>• your institution</li> <li>• your work</li> </ul>	<b>Risks assessment for photograph collections PART I (BL)</b> <ul style="list-style-type: none"> <li>• type / nature / fragilities of collection</li> <li>• condition / degradation of collection</li> <li>• ID film base</li> </ul>	<b>Typology of enclosures (NK)</b> <ul style="list-style-type: none"> <li>• function / materials / designs</li> </ul> <b>Setting goals and strategies for managing collection environments (TV)</b> <ul style="list-style-type: none"> <li>• a critical look at the environment: factors that matter</li> <li>• different approaches to climate management</li> <li>• comparison of the efficacy and costs</li> <li>• dew point calculator</li> </ul>	<b>Using home freezer units (TV)</b> <ul style="list-style-type: none"> <li>• why use cold storage</li> <li>• what materials would benefit</li> <li>• packing methods and appropriate materials</li> </ul>	<b>Creating a micro-environment (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• create micro-environment packaging</li> <li>• special packing materials (Zeolites...)</li> <li>• packing solutions / competition</li> </ul>
Break		<b>Risks assessment exercises PART I (BL)</b> <ul style="list-style-type: none"> <li>• ID film base</li> <li>• AD strips</li> <li>• statistical survey of a collection using rice</li> </ul>		<b>Using home freezer units PART I (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• group work</li> <li>• different methods of packing</li> </ul>	
11.00 – 12.30	<b>Review of intrinsic and external degradation factors (NK)</b> <ul style="list-style-type: none"> <li>• negatives / transparencies / prints</li> <li>• looking at samples with degradation</li> </ul>	<b>Risks assessment for photograph collections PART II (BL)</b> <ul style="list-style-type: none"> <li>• environment / pollutants risks</li> <li>• storage facility / space / furniture</li> <li>• prioritizing needs / resources</li> </ul>	<b>Cool / cold storage options &amp; costs (NK)</b> <ul style="list-style-type: none"> <li>• types of cool / cold storage</li> <li>• choosing an appropriate option</li> <li>• space needs and estimate costs</li> </ul>	<b>Using home freezer units PART I (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• continue</li> </ul>	<b>Test of created packages (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• submerge in water / high humidity</li> <li>• cooling</li> <li>• heating</li> <li>• group competition</li> </ul>
Lunch 12.30 – 1.30	<b>Typology of degradation and damage of photographic materials (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• group work / discussion</li> <li>• digital images of deterioration or damages from participants' collections</li> <li>• review vocabulary</li> </ul>	<b>Risks assessment exercises PART II (BL)</b> <ul style="list-style-type: none"> <li>• group work</li> <li>• pollutant mitigation</li> <li>• create micro-environment in sealed boxes</li> </ul>	<b>Creating a storage facility (BL)</b> <ul style="list-style-type: none"> <li>• basic principles</li> <li>• considerations / prioritizations</li> <li>• resources</li> </ul>		
1.30 – 3.15	<b>Typology of degradation and damage of photographic materials (continue)</b> <ul style="list-style-type: none"> <li>• group work / discussion</li> <li>• practice writing a condition report for a photograph – checked by partner</li> <li>• review vocabulary from wall lists</li> </ul>	<b>Monitoring collection environment (BL)</b> <ul style="list-style-type: none"> <li>• group work</li> <li>• goals for monitoring program / why monitor</li> <li>• how to monitor: type of devices and way to use them</li> <li>• calibration (thermohygrographs &amp; modern data loggers)</li> </ul>	<b>Design a storage facility (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• four groups</li> <li>• different floor plans &amp; collections</li> <li>• create budget</li> <li>• design storage</li> <li>• environment mitigations</li> </ul>	<b>Creating basic storage enclosures (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• folders / sleeves / four-flap</li> <li>• combinations housings</li> <li>• paper / polyester</li> <li>• discussion of matting</li> </ul>	<b>Evaluation of housing methods (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• group work</li> <li>• evaluate different prepared housings</li> </ul>
Break					<b>Attachment methods (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• paper / plastic corners</li> <li>• polyester sling</li> <li>• hinges</li> </ul>
3.30 – 5.30	<b>Presentations (15 min MAX)</b> <ul style="list-style-type: none"> <li>• participants</li> <li>• accomplishments and challenges before and after MEPPi course</li> </ul>	<b>Risks assessment at the AIF</b> <ul style="list-style-type: none"> <li>• experience</li> <li>• evaluation</li> <li>• emergency planning</li> </ul>	<b>Design a storage facility (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• group presentation</li> <li>• group discussion</li> </ul>	<b>Presentations (15 min MAX)</b> <ul style="list-style-type: none"> <li>• participants</li> <li>• accomplishments and challenges before and after MEPPi course</li> </ul>	<b>Attachment methods (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>• continue</li> </ul>
		<b>Discussion</b> <ul style="list-style-type: none"> <li>• group discussion</li> <li>• questions for AIF</li> </ul>			<b>Introduction to survey methods (NK)</b> <ul style="list-style-type: none"> <li>• create interview questions</li> <li>• create survey form templates</li> </ul>
					<b>Discussion</b> <ul style="list-style-type: none"> <li>• group discussion</li> <li>• recap of results / questions</li> </ul>

## Photographs: Their Environment, Storage, and Exhibition — AUB, Beirut (9 – 20 November 2015)

Approx. times	MONDAY (16 <sup>th</sup> Nov)	TUESDAY (17 <sup>th</sup> Nov)	WEDNESDAY (18 <sup>th</sup> Nov)	THURSDAY (19 <sup>th</sup> Nov)	FRIDAY (20 <sup>th</sup> Nov)
9.00 – 10.45	<b>Visits to institutions/collections 1 &amp; 2</b> <ul style="list-style-type: none"> <li>two groups of 8 / each group visit an institution</li> <li>brief intro by hosting institution about their collections</li> <li>survey of collection (content, housings, room, building access, use)</li> <li>interview of collection staff, engineers, etc.</li> </ul>	<b>Light and its interaction with photographs (BL)</b> <ul style="list-style-type: none"> <li>light and light sources</li> <li>interaction with photographs</li> <li>assessing light stability</li> <li>recommendations</li> </ul>	<b>Mold and mold management (BL)</b> <ul style="list-style-type: none"> <li>personal safety equipment</li> <li>environmental parameters</li> <li>life cycle of conidial fungi</li> <li>source of contamination</li> <li>condition for development</li> <li>eradication and control of fungal activity</li> </ul>	<b>Creating outer housing: conceiving, measuring, cutting (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>two-strip box</li> <li>tuxedo box</li> <li>clamshell phase box</li> </ul>	<b>Group discussion and wrap up (all)</b> <ul style="list-style-type: none"> <li>recap on workshop</li> <li>what did you learn?</li> <li>what worked; what didn't</li> <li>general observations</li> <li>general conclusion and insights</li> <li>future directions and priorities</li> </ul>
Break		<b>Monitor lighting / light meters / print samples (BL)</b>			
11.00 – 12.30	<b>Visits to institutions/collections 1 &amp; 2</b> <ul style="list-style-type: none"> <li>continue</li> </ul>	<b>Using home freezer units PART II (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>removing from freezer</li> <li>download data</li> <li>analyze data</li> <li>group work</li> </ul>	<b>Insects and mitigation (NK)</b> <ul style="list-style-type: none"> <li>identification, monitoring</li> <li>mitigation options</li> </ul>	<b>Creating outer housing: conceiving, measuring, cutting (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>continue</li> </ul>	<b>Workshop evaluations</b> <ul style="list-style-type: none"> <li>participants</li> </ul>
Lunch 12.30 – 1.30			<b>Sampling and testing mold contamination (BL)</b> <ul style="list-style-type: none"> <li>different methods (petrifilm / ATPmetrie)</li> <li>Lumitester PD-20 and LuciPac Pen</li> </ul>		
1.30 – 3.15	<b>Discussion</b> <ul style="list-style-type: none"> <li>individual group discussion (survey &amp; recommendations)</li> <li>group discussion (all)</li> <li>observations of visits</li> <li>prioritizations / recommendations feasibility</li> <li>applicability to own collection</li> </ul>	<b>Using home freezer units PART II (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>continue</li> </ul>	<b>Making practical exhibition decisions (NK)</b> <ul style="list-style-type: none"> <li>decisions based on the photographs</li> <li>decisions about the exhibition parameters</li> <li>alternatives</li> </ul>	<b>Housing creation (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>continue</li> <li>finish work from weeks 1 &amp; 2</li> </ul>	<b>CLOSING LUNCH</b>  <b>KEY:</b> <b>BL = Bertrand Lavédrine</b> <b>NK = Nora Kennedy</b> <b>TV = Tram Vo</b>  <div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 20px; height: 20px; border: 1px solid black; background-color: white; margin-right: 5px;"></div> <span>Lecture</span> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 20px; height: 20px; border: 1px solid black; background-color: yellow; margin-right: 5px;"></div> <span>Practical / hands-on session</span> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 20px; height: 20px; border: 1px solid black; background-color: lightblue; margin-right: 5px;"></div> <span>Site visit</span> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; background-color: orange; margin-right: 5px;"></div> <span>Discussion</span> </div> </div>
Break			<b>Presentation methods for photographs (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>mats, glazing, frames / isolating frames</li> <li>alternatives</li> </ul>		
3.30 – 5.30	<b>Presentations (15 min MAX)</b> <ul style="list-style-type: none"> <li>participants</li> <li>accomplishments and challenges before and after MEPPi course</li> </ul>	<b>Using home freezer units PART III (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>observations</li> <li>group discussion / presentation</li> </ul>	<b>Presentation methods for photographs (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>continue</li> </ul>	<b>Housing creation (BL/NK/TV)</b> <ul style="list-style-type: none"> <li>continue</li> <li>finish work from weeks 1 &amp; 2</li> </ul>	
		<b>Discussion</b> <ul style="list-style-type: none"> <li>group discussion</li> <li>recap of day / questions</li> </ul>	<b>Discussion</b> <ul style="list-style-type: none"> <li>group discussion</li> <li>recap of results / questions</li> </ul>		