

Report on the Llewellyn Collection July 1, 2011

The spring of 2011 was a period of great productivity and progress in Champlain's continuing stewardship of the Llewellyn Collection. With the help of outside contractors, we completed vital work in organizing, documenting, and preserving the collection, and began a videography project using the collection. All of the following work was made possible this spring by donor funding:

- Comprehensive inventory of the collection. The process involved cross-checking items against the existing Excel inventory file developed by Mr. Llewellyn and noting the items' current location and condition. This inventory work was conducted for security purposes and to improve intellectual control over the collection. In doing so, we developed procedures and nomenclature to ensure standardization for location identification and condition noting, made it easier to locate individual items, and identified major preservation issues that may require conservation work and/or the purchase of specialized storage supplies or equipment.
- A "Collections Description" for the Llewellyn Collection outlining its contents and goals for its audience; exhibition, storage and security requirements; future public access; and complimentary holdings at other area institutions.
- A report on three options for hanging framed works of art from the Llewellyn Collection in Perry Hall, weighing security risks against cost factors, aesthetics, and potential damage to the historic fabric of the building.
- Extensive discussion of collections software needs for the Llewellyn Collection, and possible future museum and archival collections, and preparation of an initial draft report of software options.
- The improvement of light and security protections in the Perry Hall Library, Music Room, and Postcard Alcove through the installation of ultraviolet-filtering film on the exterior windows of all three rooms, clear security film on the rooms' display tables, and the built-in bookcase on the west wall of the library.
- The replacement of an original L.L. McAllister panoramic photograph on display in Perry Hall with a facsimile to reduce the original's exposure to light.
- Framing of additional items for display, and installation of labels on the backs of all framed works of art on display in Perry Hall for better identification, improving both security and intellectual control.
- Procurement of over \$7,000 worth of conservation-quality supplies and equipment to improve storage and exhibition conditions for the Llewellyn Collection. These include two large map cases for the storage of oversized works; shadow boxes, mounts, and display risers; inert plastic sleeves; book covers and boxes; bookends; humidity monitoring cards; and identification tags.
- Environmental monitoring of displays in Perry Hall with the installation of humidity monitoring cards in the built-in bookcases and display tables, and the additional installation of packets of desiccant in the bookcases.

- Identification of additional secure storage space and relocation of items and supplies into it.
- Photos taken of the Llewellyn Collection items on display in Perry Hall for security and exhibition documentation purposes.
- Completion of a full draft of a "Plan for Champlain College's Historic Collections," including the Llewellyn Collection, ready for review by the Provost/Chief Academic Officer, VP for Finance, and President. The Plan lays out the scope of the College's Historic Collections; collecting goals; guidelines and procedures for acquisitions, deaccessions, incoming and outgoing loans, access and use, care, documentation; and ethics for College staff and faculty in relation to the Historic Collections. The Plan also includes forms and templates for acquisitions proposals, receipts for temporary deposits and loans, deeds of gift, official acknowledgement letters, item condition reports, and researcher registration. This plan pertains not only to the Llewellyn Collection, it also lays the groundwork for procedures and policies for any future collections acquired by the College.
- Videography of the collection, as well as of long-time Burlingtonians reminiscing about Burlington history as prompted by items in the collection. This is the beginning of a proposed project to capture oral histories of area residents by identifying and pulling items from the Llewellyn Collection to use as props.

[For more information about expenditures associated with the work listed here, please see the attached budget summary, "Llewellyn Project Expenditures".]

Much work still remains. Some of the above projects need to be continued; for example, other vulnerable photographs need to be reproduced, and the wall display units need to be set up. Other projects related to the collection have yet to be implemented at all. Ideally, our next steps would include:

- Continue to work with Erica Donnis on a contract basis. Erica is a local museum and archives consultant who defined and directed much of the work accomplished this spring.
- Decide on and implement any changes in current display methodologies, and set up new exhibits using wall display units acquired above. The final decision on exactly how to display items will be influenced by consideration of the historic character of Perry Hall, including the interior wall surfaces. Once this decision is reached, we may need to change the methods currently used for display, and we can continue setting up new wall displays more confidently.
- Create a database fully describing the collection, which we could then make available to scholars. This step is key to bringing the collection into scholarly use, because it is the way that scholars would learn about the scope of the collection and identify specific items of potential use to their scholarship. Our first step would be to select and acquire the necessary software, then create identifying records for each item or set of items, based on the inventory completed above, then make it accessible through a viable online user interface.
- Continue the videography/oral history project. This aspect of the project has great potential, not only by showcasing the collection (and hopefully the collector), but by involving area residents and historians. It also has a strong academic connection: we

hope to involve Champlain students in the planning and production of oral histories, and we also hope to create at least one short video featuring a Champlain faculty member describing aspects of the collection.

- Plan and carry out events and other publicity to showcase the collection. Again, our hope is to showcase the collection, and also to invite and involve area residents. Our tentatively planned first event would feature a short video created above, combined with a panel or informal grouping of area residents discussing their recollections of Burlington history.
- Determine the feasibility of digitizing portions of the collection, and begin pilot digitization projects. This aspect of the project is quite exciting, but requires careful consideration to ensure that items are handled appropriately and that the resulting digitization product is well-designed, well-organized, and easily accessible.

All of us working with the Llewellyn project are deeply grateful for the support we received this spring, and we look forward to continuing our work in processing and showcasing the collection in the coming year.

Submitted by:

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July 1, 2011