



## Cultural Stewardship Program Information and Site Visit application

The Cultural Stewardship Program (CSP) provides preventive conservation and collections care services to help you preserve your artifacts. From storage and packing to facilities and buildings, from exhibits and pests to emergency response and disaster planning, the CSP conservator is available to assist you with your conservation issues.

If you would like to work on *Preventive Conservation* or *Emergency Preparedness*, we can help. Would you like a site visit? An artifact condition assessment? An information session for your board? A meeting to discuss your conservation concerns? Let us know and we will discuss a plan to address your needs.

In-person site visits will be carried out via Zoom or other video-conferencing program, or in-person with COVID-19 protocols in effect, and in accordance with the latest updates for the five health regions. Contact is between the CSP conservator and only one representative of the institution, without exceeding the permitted visitor capacity. Masking and social distancing are required. The CSP conservator will sanitize her hands before entering a building and wear gloves throughout the visit. A brief questionnaire to confirm the health of the site's staff and volunteers is sent out prior to the visit. If there are any concerns, the site visit will be postponed. Contact information is provided for the CSP conservator and is requested for all people connected to the site.

### Site Visits

A *basic* site visit can help address a particular problem or evaluate factors that may be affecting the preservation of your collection. An *in-depth* site visit includes environmental monitoring and pest monitoring, with the results included in the final report. A basic site visit can only be carried out via Zoom or other video-conferencing program.

Site Visit fees will be waived for Members in 2021, to help reduce the impact of COVID-19 on museums.

### Training

Need to polish silver safely? Learn how to seal a storage roll or support gloves on display? If you have a minimum of 6 participants, we can show you how.

### Environmental Monitoring

Protecting your collection from dampness and overheating is easier if you know what the environmental conditions actually are. The CSP can loan you monitoring equipment or help you do it yourself, so you can improve storage and exhibit areas.

### Pest Management

Insects and rodents love museums! The CSP can help you prevent, identify and deal with unwelcome visitors using a common-sense approach based on Integrated Pest Management. Traps can be provided free of charge, and Information on trapping and identification can be found in the AMM Pest Guide.

### Emergency Response Coordination

We can advise you before, during or after any disaster that threatens your building or collections. Better yet, let us help you create an emergency management in advance!

For more information or to apply for a service, please fill in the form on the back or contact the AMM office:

Association of Manitoba Museums  
2060-555 Main St.  
Winnipeg MB R3B 1C3

Phone: 204-947-1782  
[info@museumsmanitoba.com](mailto:info@museumsmanitoba.com)  
[conservator@museumsmanitoba.com](mailto:conservator@museumsmanitoba.com)

# Application for CSP Services

Contact Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Institution Address: \_\_\_\_\_  
no. street city/town province postal code

Contact Phone: \_\_\_\_\_ Contact E-mail \_\_\_\_\_

Please fill out required information below for the service requested:

Site Visit  Environmental Monitoring Equipment  Pest Identification Kit

Fees:	AMM Members*	Non-Members
<i>*Site Visits (general, pest, and environmental)</i>		
In-depth site visit (less than 6 hours on site)	\$100 <input type="checkbox"/>	\$1800 <input type="checkbox"/> plus travel
Basic Site visit (less than 3 hours on site)	\$ 50 <input type="checkbox"/>	\$ 900 <input type="checkbox"/> plus travel
<b>*Site Visit fees will be waived for Members in 2021, to help reduce the impact of COVID-19 on museums.</b>		
<i>(To qualify for the member rate, the Institution must be a member in good standing for at least three consecutive years.)</i>		
<b>Equipment/Pest kit loan</b>	\$ 25 <input type="checkbox"/>	\$ 500 <input type="checkbox"/> plus shipping

Payment: Cheque  EFT  [PayPal](#)  Invoice me

Has your institution had a site visit before? If yes, by whom, and when? (e.g. Canadian Conservation Institute)

When would you like the site visit?

What do you hope to gain from a site visit?

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**Equipment loan agreement:**

**When borrowed**

<b>Equipment:</b>
<b>Condition:</b>
<b>Loan date:</b>
<b>Return date:</b>
<b>Person responsible for equipment:</b>

**When returned**

<b>Equipment:</b>
<b>Condition:</b>
<b>Return date:</b>
<b>Returned by:</b>

The Borrower agrees to return the equipment listed above to the AMM by the agreed upon return date in the same condition as which it was lent. If the equipment is lost, stolen, damaged, or in any way unusable, the Borrower agrees to pay for repair or replacement, or the AMM's insurance deductible, whichever is less.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
AMM signature