Logistics and Preparation in the Moving of Fragile Artifacts
Relations 2001
Stanislav Libenský and Jaroslava Brychtová
cast glass with steel structure
approx. 13 x 13 feet in 10 panels
What to Expect When You’re Expanding:
The Mint Museum
In the Early Stages

- Start as far in advance as you are able
- Be involved in the initial process with the architects
- Think carefully about every function you perform
- How will you move artwork around the building?
- Be mindful of things that others are/are not asking for (your space could be cut to allow for gift shop storage)
In the Early Stages

- Start as far in advance as you are able
- Be involved in the initial process with the architects
- Think carefully about every function you perform
- How will you move artwork around the building?
- Be mindful of things that others are/are not asking for
- Dream big
In the Early Stages

- Start as far in advance as you are able
- Be involved in the initial process with the architects
- Think carefully about every function you perform
- How will you move artwork around the building?
- Be mindful of things that others are/are not asking for
- Dream big
- Allow for future growth AND make everything larger than you think you need
- Be prepared for cuts
Painting storage the year in
In the Early Stages

- Start as far in advance as you are able
- Be involved in the initial process with the architects
- Think carefully about every function you perform
- How will you move artwork around the building?
- Be mindful of things that others are/are not asking for
- Dream big
- Allow for future growth AND make everything larger than you think you need
- Be prepared for cuts
- Build necessary equipment into your budget (lift, art carts)
- Don’t forget exterior spaces (loading dock, outdoor sculpture space)
- Allow for future growth AND make everything larger than you think you need
- Be prepared for cuts
- Build necessary equipment into your budget (lift, art carts)
- Don’t forget exterior spaces (loading dock, outdoor sculpture space)
Packing, Storing, and Relocating it All
If you hear nothing else during this presentation:

Have a PLAN, think about likely ISSUES, and then be FLEXIBLE
What’s the plan?
Work plan (colors match the delivery location)

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Don't Pack (Reason)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.42.3 - Kohlmeyer Mrs. Ida. Shapeshone - 1983</td>
<td>Table</td>
<td>PHOTO DON'T PACK</td>
<td>INSTALL</td>
</tr>
<tr>
<td>5.42.4 - Kohlmeyer Mrs. Ida. Synthesis Print - 1993</td>
<td>Table</td>
<td>PHOTO DON'T PACK</td>
<td>INSTALL</td>
</tr>
<tr>
<td>05.75 - Walker, Kara Elizabeth - Freedom: A Fable - 1997</td>
<td>W</td>
<td>PHOTO DON'T PACK</td>
<td>INSTALL</td>
</tr>
<tr>
<td>06.91 - Turk, Elizabeth - Marble Collar #7, Huntington Pier - 2003</td>
<td>W</td>
<td>PHOTO DON'T PACK</td>
<td>INSTALL</td>
</tr>
<tr>
<td>11.19.2 - Dubuffet, Jean - Banque De L'Houreaupe - circa 1975</td>
<td>W</td>
<td>PHOTO DON'T PACK</td>
<td>INSTALL</td>
</tr>
<tr>
<td>07.07A - O - Katchadorian, Nina - Salt and Pepper Shakers</td>
<td>W</td>
<td>PHOTO DON'T PACK</td>
<td>INSTALL</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
<tr>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
<td>PHOTO DON'T PACK</td>
</tr>
</tbody>
</table>
| PHOTO DON'T PACK | PHOTO DON'T PACK | PHOTO DON'T PACK | PHOTO DON'T P
4th Floor Storage

- 2010.92 - Noffke, Gary Lee - Capitalist Rosary - circa 1970s
- 2005.50.1 - Frank, Peter - Necklace - 2005
- 2003.130.1-6 - Blåvärp, Liv - Five Bracelets and box - circa 1985

Box labels
Boxes, packed and stored
Chihuly Chandelier

Libensky—top 1/2
Flat files
We moved in July.
Staging boxes to load
Debris from unpacking
THIS OBJECT IS IN THE WRONG PLACE AND NEEDS TO BE MOVED.

BEFORE YOU LEAVE THIS CONTAINER, UNPACK THE OBJECT OR NOTIFY A...
Objects in this Box are being tracked by Box Location. See a registrar if...
Overfull Storage
Remove Anything from This Box

Objects in this Box are being tracked by Box Location. See a registrar if
Overfull Storage
What to Expect When You’re Expanding: The Center for Puppetry Arts

Athena Smith, Collections Manager
Expansion Overview

- Believe in Make Believe Campaign
- Jim Henson Donation
- New Museum
- New Library
- New Collections Storage
Project Overview

- Deinstall Permanent and Temporary Exhibition Galleries
- Condition check and work with conservators to prepare all puppets for new Global and Henson Galleries
- Henson Conservation Project (500+ objects)
- Manage off-site, warehouse, conservation, library, and 3rd Floor Storage
- Install new exhibitions
- Move Library/Archives collections into new Library
- Consolidate multiple storage sites into new collections storage
What has been accomplished...

- Deinstalled all exhibitions
- Objects have been shuffled on-site/off-site multiple times
- Conservation work for new exhibitions 100% and for Henson project 65% complete
- As of today, new museum opened
- New Library space is complete
- New collections storage is complete and shelving has been ordered

**GRAND OPENING!**

**SAT, NOV 14**
Things to consider

- Before anything can start, what are the limitations of your current building and staff?
- What should remain on-site?
- Is your Emergency Plan updated?
- Should you institute any loan or acquisition moratoriums?
- Don’t be budget conscious when pitching the initial plan
  - What type of equipment do you need for the new storage/museum?
  - Assess collection and prioritize storage needs
How did I make this happen?
How did I make this happen?

- Staff Limitations: Cross train staff and ask for help
  - Interns
  - Museum Dept training
  - Registrar Reinforcement Crew
  - Production
  - Facilities
- **DropBox Pro** is worth every penny ($99) for 1TB of space
How did I make this happen?

- **Removable labels** go a long way in organizing
  - Conservation
  - Henson Approval
  - Off-Site
- Staff/interns can immediately know what’s the status of box contents

Purple = Approved by Henson, ready to go off-site
Yellow = To be conserved
Pink = Conserved, waiting for Henson approval
How did I make this happen?

- Assessed what could go off-site and what needed to remain on-site
- **Creative storage solutions**
- Built numbered crates to house textile boxes (16 boxes/crate)
- Organize off-site to make move easier
- Keep exhibition objects on-site, if possible
- Tracking
The Unexpected
The Unexpected

- Construction/budget is not based or your needs
- We’re getting a new X soon, so I don’t want to repair the current problem
- What this means?? UPDATE YOUR EMERGENCY PREPARDNESS PLAN
Do indoor water features increase property value?
The Unexpected

- Building Limitations
- Measure everything, including molding
  - Then measure again
- Communication with construction staff is key
  - Clearances for temporary walls, doors, etc.
  - Have a plan B ready for moving collections around the building
  - Be prepared for problems after construction starts
DO NOT STACK

ARTIFACT
Do not move without Museum Staff present
The Unexpected

- Remember that initial, second, third, fourth construction schedule? *Ha!*
- The storage situation got real
Remember how we said sometimes you just have to laugh? This is one of those times...
The Unexpected

- Buying sprees
- 2014 was a record year for new acquisitions
- Moratorium implemented for 2015
Last Thoughts

- Think big, knowing you will have to make cuts
- Be pro-active as much as possible rather than retro-active
- Set an organization system at the beginning for as many aspects of the project as possible
  - Tracking
  - Labels
  - Storage
- Be flexible! Things will inevitably go wrong, so have Plan B always in place. It doesn’t hurt to have Plan C as well
- Be prepared for delays. Nothing is completed on schedule
- Know that the initial plans for constructions will change. Your new museum/storage/building will not look like the initial drawings due to problems along the way. Set priorities and know when to compromise.
- Keep a positive attitude and good sense of humor