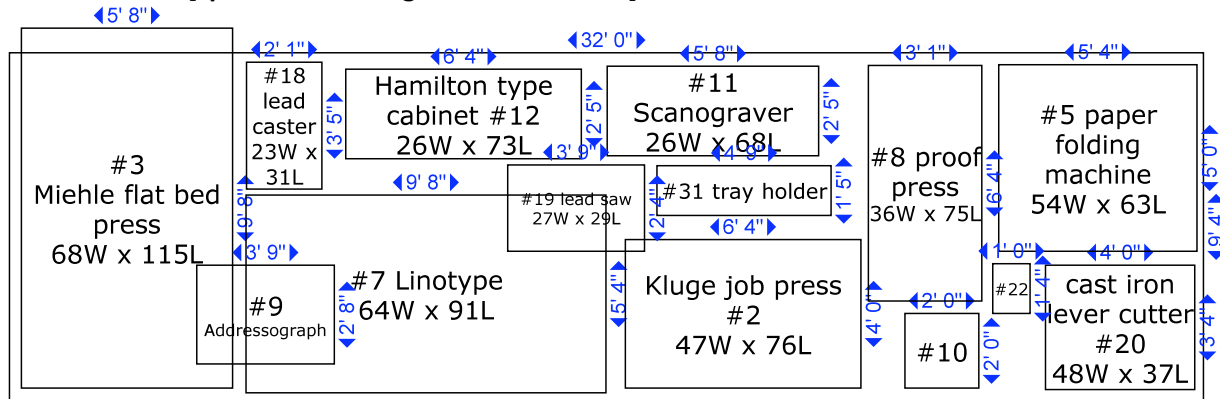


Sherman County Journal Work Plan 2011-2012

Sherman County Journal Work Plan 2011-2012		Museum Team	
Action	When	Who	
PHASE ONE – August & September			
Vision – make the case: The Museum Team is working toward a temporary display of the <i>Journal</i> collection to get it out of inappropriate storage and on public view in recognition of the donors who made it possible. This will require: scholarly research and the help of technical experts; help to move heavy equipment; exhibit design and production; appropriate cleaning of the equipment; and packing and moving retired exhibit artifacts to storage. <i>The Museum Team envisions a permanent working exhibit in a new wing which would also house program space, director's office and a work room.</i>	9/11	Museum Team	X
Measure each selected artifact	8/11	JG and DF	X
Measure & select space for exhibit 32L x 11W ??	8/11	JG and DF	X
Visit other museum printing exhibits	8/11	JG(2), NF	X
Match SCJ inventory to artifacts in storage	8/11	MS, JG, DF, SK, KA	X
Select artifacts for exhibit in Rural Living wing	8/11	Mac	X
Identify key players	9/11-10/11	Museum Team	
<input type="checkbox"/> Heavy moving equipment	10/24-28	Metro Rigging	X
<input type="checkbox"/> Technical experts		Mac Stinchfield; C.C. Stern Type Foundry ...	X
<input type="checkbox"/> Artifact cleaning crew			
<input type="checkbox"/> Research team		Museum Team & interested others	
<input type="checkbox"/> Exhibit designer			
Determine uniqueness of the collection	8/11	Museum Team	X
Get the word out, print, cable, radio & Facebook	9/11	SK	X
Recruit SCJ Exhibit Team	10/20/11	Museum Team	
Get estimates for exhibit design		SK	X
PHASE TWO - October & November			
Making space: Identify storage location for retired exhibits	11/11		X
Identify & recruit volunteers to pack artifacts to be retired			X
Making space: Pack & move artifacts to storage	11/11		
Making space: Pack retired exhibit panels & move to storage	11/11		
BUDGET			
<input type="checkbox"/> Equipment moving \$2,000	9/11		X
<input type="checkbox"/> Materials & labor: \$5,867	9/11		X
<input type="checkbox"/> Lighting	9/11	Use existing	X
<input type="checkbox"/> Interpretive labels \$160	9/11		X

<input type="checkbox"/> Exhibit design \$680	9/11		X
<input type="checkbox"/> Cleaning supplies & equipment \$428	9/11		X
News releases-print, cable and radio, article in <i>The Plow</i> , Facebook & OMA Dispatch	9/11, 10/11, 12/11	SK	X
Identify SCJ funders who might volunteer	11/11	SK, NF	
ARTIFACT PREPARATION			
<input type="checkbox"/> Select site for artifact cleaning – ventilation, flammability, personal protective equipment	10/11		X
<input type="checkbox"/> Prepare site for cleaning project			
<input type="checkbox"/> Move selected artifacts to cleaning site	10/24-28		
<input type="checkbox"/> Purchase recommended cleaning supplies and tools- Scotchbrite pads, solvent (mineral spirits or WD-40), steel wool, stronger solvent (lacquer thinner), oven cleaner (dried ink), hard paste wax (for bare metal & wood), shop rags, Naphtha & hard wax (for wood)... ..	11/11	NF (Supplies funded by Sherman County Cultural Coalition)	
SELECT EXHIBIT DESIGNER			
Provide designer with:	11/11		
<input type="checkbox"/> Our vision for this exhibit			
<input type="checkbox"/> Space dimensions			
<input type="checkbox"/> Layout or plans			
<input type="checkbox"/> SCJ inventory, esp. selected artifacts			
<input type="checkbox"/> Precise measurements of each artifact and its place in the exhibit, potentially to demonstrate the order in which the machinery and furnishings were used			
<input type="checkbox"/> Budget			
PHASE THREE - January - April			
<input type="checkbox"/> Research for each artifact, the basics of newspaper printing	11/11 – 3/12	SCJ Exhibit Team	
News releases...	On-going	SK	
Research: Autobiography of Giles French, SC:FTR 1-1 to 3-2; J.B. Hosford, Journalist, SC:FTR 7-1; SC Newspapers, SC:FTR 20-1; Impressions & Observations of the Journal Man by Lockley, SC:FTR 19-2; local interviews, selected books.			
PRINT SHOP PARTY			
<input type="checkbox"/> Set date, plan, invite and have a party	3/12	Board of Trustees	
EXHIBIT FABRICATION & PRODUCTION			
Floor covering	11/11	SK	X
Label stands	2/12		
Barriers		NF, SK	
Move selected SCJ artifacts to exhibit space	11/11		
Donor panel & exhibit team panel	4/10/12		
Draft label for each artifact	2/12		
Draft label to illustrate the sequence for printing a newspaper	2/12		
Proof-read once, twice & thrice	3/12		
Print labels	4/12		

Final fabrication and production	4/10/12		
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EXHIBIT SPACE [space for cleaning is about 36' x 18']


	<i>Sherman County Journal</i> Collection Sherman County Historical Museum	Dimensions	Proposed for temporary exhibit	In storage
1	Kluge job press #1 (clue-ge)			Yes
2	Kluge job press #2	47W x 76L	Yes	Yes
3	Miehle flat bed press	68W x 115L	Yes	Yes
4	Nolan hydraulic table			No
5	Paper folding machine w/ belts, mounting equipment	54W x 63L	Yes	Yes
6	Linotype Intertype #1			Yes
7	Linotype Intertype #2 w/quadder	64W x 91L	Yes	Yes
8	Proof Press	36W x 75L	Yes	Yes
9	Addressograph	30W x 41L	Yes	Yes
10	Graphotype – plate maker	20W x 23L	Yes	Yes
11	Scanograver			Yes
12	Hamilton type cabinet, oak [one in each container]	26W x 73L	Yes	Yes (2)
13	Large free standing, two drawer, green shelving unit			Yes
14	Printer's visor			
15	Electrical boxes, fuses, wiring, conduit, antique light fixtures			Yes
16	Front doors – open to 63" wide w/o removing door framework			Yes
17	Lumber for front/street-side			Stored at the Fields

				ranch
18	Leadcaster	23W x 31L	Yes	Yes
19	Lead Saws (3)	27W x 29L	Yes (1)	Yes (3)
20	Large cast iron lever cutter	48W x 37L	Yes	Yes
21	Extra rolls of paper			No
22	Furniture cases (2 or more)	16W x 12L	Yes (1)	Yes (2)
23	Perforator			
24	Masthead			In museum collection, on display
25	Sign from front of Journal building			
26	Tools for above listed equipment			Yes
27	Spacing bars, related equipment			
28	Shelf by front desk			
29	Other shelves			
30	Hole punch			
31	Metal tray holder	15W x 45L	Yes	Yes
32	Assorted old newspapers			Already in the collection
33	Bound issues of newspapers, including leather bound books			Already in the collection
34	Issues of newspapers/wood binding at the top			Already in the collection
35	Light fixture from the front of the <i>Journal</i> building			
36	Flooring not soaked by oil, ink, grease or gasoline			
37	Other structural elements useful for exhibit construction			Yes
38	Three marble top tables w/frames			
39	Type chase (7 or 9 each)			Yes
40	Type rule cutter, Golding & Co.			Yes
	Miscellaneous small items			Yes, not itemized.
	Sign: The Observer			Incoming artifact 2011