

Southeastern Registrars Association

The Southeastern Registrars Association (SERA) encourages high standards of museum practice and fosters professional growth among museum registrars in the southeastern region of the United States. We promote the exchange and dissemination of information and ideas through educational seminars, publications and

other means. SERA initiates and supports activities and projects which help create an atmosphere of cooperation and communication among, and between, registrars, other museum professionals, and those in related service fields, and pursues further development of professional practices in the field.

PUBLICATIONS AND MEMBERSHIP ORDER FORM

STEAL THIS HANDBOOK! A Template for Creating a Museum's Emergency Preparedness Plan Serves as a template from which museums can create their own emergency preparedness plan. It covers all aspects of emergency preparedness as well as response and recovery, and includes both major disasters and everyday yet potentially dangerous situations. Chapters discuss:

- How to organize an emergency plan
- Standards for collections care and museum operations which mitigate against the effects of an emergency
- Procedures to follow during, after, and in recovery from an emergency
- Stabilization techniques for damaged collection materials as well as buildings
- Detailed appendices explaining how to develop phone trees, collection priorities, evacuation procedures, resource lists, incident forms, etc.
- An extensive bibliography with publisher addresses

This spiral-bound book, 250 pages in length, was written especially for small- to mid-sized museums by the Ozarks Group for Emergency Resources. The handbook was reviewed by a diverse group of conservators, risk managers, and museum professionals, as well as emergency and disaster specialists.

BASIC CONDITION REPORTING: A HANDBOOK (*Third Edition, Revised and Expanded*)

Contains a variety of basic condition reporting information including a list of tools and equipment, handling guidelines, object and material terminologies, examination techniques, condition term glossaries, and sample condition reporting forms. The essays focus on a wide assortment of objects and materials:

Archeological artifacts	Natural history specimens	Basketry
Paintings and frames	Ceramics and glass	Paper
Ethnographic collections	Photographs	Furniture
Plastics	Metals	Sculpture

This spiral-bound handbook, 150 pages in length, was written and reviewed by registrars and other museum professionals. Packed with valuable resource information, it should serve as a practical guide to anyone who cares for museum collections.

Membership Information

Individual Membership is open to individual museum professionals who perform registrarial functions for institutions in the twelve states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. Benefits include:

- SERA News, the Association's newsletter, which contains topical articles, meeting and workshop reviews, regional updates, and SERA's business notes
- Participation and voting privileges at SERA's annual business meeting (held each October in conjunction with the Southeastern Museums Conference)
- Discounts on publications produced by SERA
- Advance notification of SERA-sponsored workshops
- The opportunity to network with other registrars and museum professionals in the region

Associate Membership is open to both individual and institutions within and outside SERA's twelve-state region who have an interest in supporting the objectives of SERA. These members receive all SERA benefits mentioned above except for voting privileges.

Southeastern Registrars Association Order Form

Basic Condition Reporting \$US 15.00 for
SERA Members/\$US 20.00 for non-SERA Members

Publication Price: _____ # of copies: _____ Subtotal: _____

Steal This Handbook \$US 20.00 for SERA
Members/\$US 25.00 for non-SERA Members

Publication Price: _____ # of copies: _____ Subtotal: _____

★★★ SPECIAL RATE ★★★

Basic Condition Reporting & Steal This Handbook!
\$US 30.00 for SERA Members/ \$US 35.00 for non-SERA Members

Publication Price: _____ # of copies: _____ Subtotal: _____

SERA Membership \$US 10.00 _____ Subtotal _____

SERA Associate Membership \$US 10.00 _____ Subtotal _____

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Would you like to be connected to the RC -AAM List Serv (SERA Members only)? Yes No

Price includes shipping and handling within the United States; please call for international shipping prices.

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Kentucky Historical Society
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