

PSA HISTORICAL PRINT COLLECTIONS CHAIRPERSON AND COMMITTEE

Master Operating Manual

September 9, 2019

INTRODUCTION

This Master Operating Manual for the PSA Historical Print Collections Chairperson and Committee provides a summary of the Historical Print Collections Committee's 1) general responsibilities; 2) term of office; 3) reporting responsibilities; 4) required meetings; 5) specific duties; 6) budget; 7) equipment required; and 8) time required. The Historical Print Collections Committee's annual calendar is presented as Appendix A.

I. GENERAL RESPONSIBILITIES

The PSA Historical Print Collections Chairperson is responsible for coordination of the Historical Print Committee and the processes to meet the audit trails required. The Chair and Committee are responsible for collecting outstanding prints produced by master photographers in the world as well as prints from the Pictorial Print Division (PPD) and PSA. They must acquire releases from the photographers/contributors/families/trusts. They inventory prints each spring sent to headquarters and document prints sent for scanning and archival curatorial work. They work with the curator to obtain images for exhibitions and for images that will be reprinted for Conference exhibitions. The Chair and Committee works closely with the Image Collections Vice President on both inside responsibilities and outside requests or coordination with the curator or the university.

The Image Collections VP is the ex-officio member of the PSA Historical Print Collections Committee and the Current President of PSA. The PSA Historical Print Collections Committee includes one chairperson and committee members. The terms are staggered so all do not roll off at once. The ex-Image Collections Vice President can be ex-officio or a print committee member after their term so that transfer of knowledge can be accomplished.

II. TERM OF OFFICE

The PSA Historical Print Collections Committee Chairperson and all its members are appointed by the President of PSA with a 4-year term. The terms are staggered so all do not roll off at once. When a person's term expires, they can renew for another term if they desire.

III. REPORTING RESPONSIBILITIES

The Historical Print Collections Committee reports to the PSA Image Collections Vice President.

IV. REQUIRED MEETINGS

- 1) The Historical Print Collections Committee annual work review meeting is in spring at PSA headquarters.

2) At the annual PSA Conference Historical Print Collections Committee meeting: The Image Collections Vice President generally briefs the Historical Print Collections Committee on any messages from the Board, reviews the overall work of the Committees and provides guidance, support and assistance for any special needs requested by the Committees.

V. SPECIFIC DUTIES

The specific duties of the Historical Print Collections Committee include:

- Track prints from the time they are sent to headquarters, through the processes at headquarters, scanning and archival work, any in/out requests for any exhibitions, or other requests for prints to be taken out of the Collection.
- Monitor the contract and progress of work carried out on the collections by the current curator and archivists.
- Work closely with the current curator of the Historical Print Collection, who is responsible for cataloging, scanning and performing archival work on the prints that are added to the collection. All scanned prints are researched, and data is entered into a FileMaker software.
- Record the inventory of prints electronically that come into headquarters for the print collection before they are removed from PSA HQ for storage or safe keeping at a remote location other than HQ. Digitalize the new acquired prints into digital images. Provide acquisition management of new prints into existing PSA Historical Print Collections each year.
- Create a copy of the inventory of prints that are transferred from headquarters to another location.
- Crosscheck the remote location inventory with the PSA inventory to make sure that all prints are accounted for in the inventory and the appraisal inventory. Note any discrepancies and work, to resolve any discrepancies between our PSA inventories and any remote location inventories. Make sure to cross reference the print numbers on all inventories.
- Oversee the transfer of the PSA Historical Print Collections from Headquarter to any remote location as needed.
- Inquire about the condition of the scanner and materials needed by the archivists for budget purposes. Work with ICVP and curators on budgets and on supplies needed.
- Acquire new prints for the Historical Print Collection; for example, request the International Directors in overseas countries, especially those in Asia/ Europe to help to collect outstanding prints from the photographers in their countries. Provide support and assistance to transfer those new prints form oversea to PSA Headquarters.
- Review newly acquired prints for the possible inclusions into each PSA Historical Print Collections. Note: not all prints will become part of the original historic pictorial collection.
- About one month before the semi-annual Board meetings, the Historical Print

Collections Chairperson submits a semi-annual report on the Committee's operation and emails the report to the Image Collections Vice President.

VI. BUDGET

The Historical Print Collections Committee prepares an annual budget (or estimates expenses) and submits it to the Image Collections Vice President and Treasurer, prior to the spring PSA Board of Directors meeting.

VII. EQUIPMENT REQUIRED

The Historical Print Collections Committee members shall have E-mail capability for exchanging ideas and voting when requested on Committee business. Word and Excel are necessary to perform the job.

VIII. ESTIMATED TIME REQUIRED

The Historical Print Collections Committee is required to allow sufficient time to serve the Committee operations primarily to acquire prints from PSA members and other sources along with time to review and recommend the inclusion of specific images in the Historical PSA Print Collection.

One week is spent in Oklahoma City each spring to inventory and review prints for the Collection to determine and document prints that are sent for storage.

Approved: September 9, 2019

PSA HISTORICAL PRINT COLLECTIONS CHAIRPERSON AND COMMITTEE
Master Operations Manual
September 2019

APPENDICES

Appendix A
Historical Print Collections Committee Calendar

February

- Prepare PSA Historical Print Collections Committee's budget and send to the Image Collections Vice President for review prior to sending it to the Treasurer.

March

- Prepare Historical Print Collections Committee's Report to Image Collections VP for the semi-annual BOD spring meeting.

March or April

- Conduct a review meeting with all Committee Members and current collections curator, usually held at PSA Headquarters near the BOD meeting period, generally one week prior to BOD meeting.

June

- Update Image Collections VP of any expenses or budgetary changes prior to finalizing the annual budget.

August

- Prepare Historical Print Collections Committee's Report to Image Collections VP for the semi-annual BOD meeting at the PSA Conference

September (or October, depending on the International Conference)

- Conduct a meeting with all Committee members at the annual Conference.

Throughout the Year Tasks

- Send request to International Directors, ~~in~~ overseas to ask for their helps in acquiring new prints for Historical Print Collections if needed and to request them to mail all collected prints and/or digital images of the print to PSA Headquarter before March 15th so the collected prints and images can reach Headquarters before the Historical Print Collections Committee's April meeting at PSA Headquarter. Write a column for the *PSA Journal* to announce the new acquisitions and news from time to time.
- Contract monitoring and review work progress made by the collection curators and interns.