Program Information

Winterthur/University of Delaware
Program in Art Conservation

2018-2019

Table of Contents

I. Funding Opportunities

- Grants and Fellowships: Managing the Process
- Funding Opportunities - University of Delaware, Office of Graduate and Professional Education
- WUDPAC granting agencies
- WUDPAC Student Professional Development Awards
- WUDPAC Student Professional Development
- SOWF Student Professional Development Awards
- Edward and Elizabeth Goodman Rosenberg Funding
- Janice Carlson Scholarship for Conservation Science
- John Krill Advanced Research Award and Betty Fiske Professional Development Award in Asian or Contemporary Art Preservation

II. Institutional Policies

- Winterthur Staff Entrances and Exits
- Conservation Department Access Policy
- Scientific Research and Analysis Laboratory (SRAL) Procedures for WUDPAC Student Analyses
- Scientific Research and Analysis Laboratory (SRAL) Request for Analysis
- Safety Guidelines for Eye Protection
- Safety Guidelines for Airborne Substances and Chemical Vapors
- Heat Generating Equipment Policy
- Workspace Hygiene Guidelines
- Winterthur Photography Policy

III. Miscellaneous

- Graduate Fellowship Tax information
- Letter of recommendation request form
- Emergency Contact information for Winterthur and the University of Delaware
- "Back Road" directions to Winterthur from UD Campus

Grants and Fellowships: Managing the Process

Applying for grants and fellowships requires coordination of various activities and people. This checklist is intended to remind graduate students at UD of steps they may need to take in order to smooth the process and avoid creating problems for other people.

1. Identify potential sources well in advance of deadlines: use library search tools, professional organization listservs and Web sites, the Graduate Office Web site, the Research Office, and your own department's resources to identify potential sources of funding for your work. The more lead time the better.
2. Study the fellowship or grant announcement. Note carefully whether you qualify and whether there is a good match with your goals and needs. Determine whether you have the time to generate a strong application. Make an early go/no go decision.
3. Prepare an abstract summarizing your project. Write in language intended to reach a broad audience. Remember that no one is as expert as you. Share your abstract with others to be sure it makes sense: that the work is important, focused, and necessary.
4. Consult with your advisor and graduate director. Make sure any funding source you target makes sense for your stage of career development. Assess your project and degree timeline for good fit with the timeline of the grant or fellowship award.
5. Secure proper approval if human subjects are involved. Make sure you have completed training in human subjects research protections before you submit your project for approval. Human subjects review takes time and involves a committee that meets on their own schedule, not yours. Read the solicitation carefully and understand if approval must be obtained before you submit your funding application, or if you can have the Research Office certify that the project will be appropriately reviewed before the work starts.
6. Determine what institutional signatures are needed. Make sure you have planned adequate time for institutional review and sign-off, if such is required.
7. Determine whether you need supporting letters. Give letter writers plenty of time and give them guidance so they can write strong letters.
8. Prepare a draft of your proposal, carefully following the agency's guidelines and language. Continue to write in ways that engage a broad audience. Prefer a plain, direct, visual style.
9. Review and revise multiple drafts. Get peers to review your proposal. Seek your advisor's feedback.
10. Prepare a budget. Be clear about allowable expenses and overhead, if allowed. Review your budget with your advisor or with a grants officer in the Research Office.
11. Allow plenty of time for assembling, printing, filing, signing, and sending.

Office of Graduate and Professional Education

UD Collection-Based Research Grant Program

This matching competitive grant program will provide funding of up to $300 to graduate students at the Doctoral and Master's level to support short-term collection-based research travel. Funding may cover transportation and housing expenses.

Proposals should be submitted to **Graduate and Professional Education** at least one month in advance of travel and must include:

1. Two-page project description, and proposed date of travel.
2. Curriculum vita
3. Detailed budget with 1:1 match funding from department or program documented.
4. Recommendation from the applicant's faculty advisor or department/program chair or director attesting to applicant's progress in their major area of study and suitability for this travel award.

Within two weeks of return from travel, students will be required to prepare a report summarizing their research activities and the influence of this experience on their long-term research goals. Original receipts should be retained by the student's department, with a scanned copy sent to the OGPE with their trip report. After receiving and approving the student's trip report, OGPE will provide the purpose code for the Collection-Based Research Grant to the student's department for disbursement of the award. A student may apply for funding only once each fiscal year (July 1 – June 30).

Office of Graduate and Professional Education

Professional Development Award Application Form

The Professional Development Award for Graduate Students is supported by the Office of the Provost to help University of Delaware graduate students participate in significant professional conferences pertaining to their field of study. Conference travel is essential to the academic growth and development of graduate students. It affords opportunities for presentation of student work in a professional setting, as well as opportunities for networking and exposure to the latest academic research.

The Office of Graduate and Professional Education is charged with the responsibility of administering competitive funds for this purpose. The deadline for application for a travel award is one month prior to the beginning of travel. Awards are limited to one per academic year and to two awards during the course of graduate study. The student must conform to University Travel Policy on allowable travel reimbursements.

Policies and Procedures

1. A student must have a paper or poster accepted for presentation. A copy of the acceptance letter or other confirmation documentation must be provided, as well as a tentative title. In the case of multiple authors, only one student per presentation is eligible for funding.
2. The amount of support will be based on the quality of the application and the level of conference participation up to a maximum of $500. These grants are competitive and full funding is not guaranteed. The applicant's department or college must match the award offered by the Office of Graduate and Professional Education for at least $300. The departmental match must not be from research grant travel monies, but must be from other departmental resources. Please note: It is fully anticipated that those students receiving external grants that support conference costs will utilize those funds first towards their conference participation.

3. The student must submit a detailed budget for the proposed travel and include information outlining projected costs. Applicants should budget for the least costly mode of travel and lodging. Students should also pool resources whenever possible; for example, if a number of students within a department are attending the same conference, then carpooling should be considered. The funds may not be used for meal expenses.

4. Within two weeks of the completion of this conference you will be required to upload actual expenses amounts to the **Professional Development Summary Form**. Original receipts are to be submitted to your department.

5. Contribute to our Research Travel Blog by creating an engaging 300-word summary statement/blog entry that will be showcased on the Graduate and Professional Education website. The target audience of your blog will be the public and highlight the benefits of professional development in regards to your graduate research.

6. We also request up to 5 images illustrating your experience to accompany your blog. These images should be the highest resolution and will become the property of the University of Delaware. We request one of these images to be of yourself, i.e. a selfie, at your conference venue. These images may appear in other media: credit will be given to the author if used. The University of Delaware Graduate and Professional Education Office reserves the right to edit any summary statement/blog entry and usage of submission is not guaranteed. **Click here to upload your Professional Development Summary.**

7. The academic department will then be notified of the speedtype and the amount of financial support from our office. Submission of original receipts to department, reconciliation of charges in Works and submission of reports are to be completed within two weeks of return from conference.

WUDPAC Grants and Opportunities to Consider

NAME OF AGENCY	INTERNAL DEADLINE	FACULTY	DESCRIPTION	COVERED EXPENSES	AMOUNT	APPLICATION				FINAL RPRT
						Proposal	Budget	Rec letter	C.V.	
Samuel H. Kress Foundation	February 15	Debbie Norris and Joyce Hill Stoner	International summer internships and research	Transportation and lodging	up to $3,600	X	X		X	X
Mae and Bob Carter Professional Development Award	October 1 and April 1	Debbie Norris and Joyce Hill Stoner	Research study in conservation to visit collections, libraries, and scientific facilities, improve connoisseurship skills, and attend seminars, workshops and professional conferences	Travel, housing and registration fees	up to $1,000	X	X			X
Annette Kade Charitable Trust	first-come basis	Debbie Norris and Joyce Hill Stoner	Travel within France and Germany for internships, research and conferences	Transportation, lodging, fees	$600 - $800	X	X			X
Edward and Elizabeth Goodman Rosenberg	continual	Debbie Norris and Major Supervisor	3rd year only - beginning July 1 For research, course work, conferences, and professional development	Transportation, lodging, fees	up to $2,250	X	X			X
George Stout (FAIC)	Dec. 15	N/A	Student funding for AIC or other conferences	See FAIC information	varies	X	X	X		X

NAME OF AGENCY	INTERNAL DEADLINE	FACULTY	DESCRIPTION	COVERED EXPENSES	AMOUNT	APPLICATION				FINAL RPRT
						Proposal	Budget	Rec letter	C.V.	
Tru Vue Inc. for Preventive Conservation	continual	Joelle Wickens	Research and student focused on any and all aspects of preventive conservation	Attendance at workshops, seminars, or conference where fellow is giving a paper or poster research materials or travel expenses related to a SWP with a strong preventive component	Up to $800	X	X			X
University of Delaware Graduate and Professional Education Office	See Website http://grad.udel.edu/fees-and-funding/funding-opportunities/	N/A	Participation in professional conferences	Transportation, registration, and lodging	$500 with $300 match from department	X	X			X
Society of Winterthur Fellows SOWF	continual	c/o Laura Olds Schmidt los@ udel.edu	Professional development or research travel	Transportation, registration, housing	$500 (limited to one award per year)	X	X			X
Professional Development Grant	continual	Catherine Matsen (Chair) Melissa Tedone, Brian Baade	Research travel, conferences	Transportation, lodging, fees. Apply at least four weeks in advance, where possible	$300 per academic year	X	X			X
Interview Travel Funds	2nd year	N/A	Expenses for traveling to 3rd year interviews		$450	Not required				
Relocation Funds	3rd year	N/A	Expenses towards relocating 3rd year		$400	Not required				

Student Professional Development Awards
Winterthur/University of Delaware Program in Art Conservation

The Winterthur/University of Delaware Program in Art Conservation has established a **Student Professional Development Fund** to provide limited funding for graduate students to pursue activities that go above and beyond the required three-year coursework and that directly relate to their educational and professional development. This funding can help students attend and participate in conferences, workshops, lectures, and seminars focused on the conservation of cultural property and allied disciplines, as well as support annual membership fees in professional organizations.

Please note that this is a competitive process, and funding is not guaranteed. In assessing these applications, the Professional Development Award Committee, consisting of three WUDPAC faculty members, will give preference to:

- Students who are actively participating in a conference, seminar, or workshop by presenting papers or posters or serving on a panel or discussion group, or are carrying out a study trip with clear goals related to research or treatments.
- Students who have demonstrated a reasonable effort to gather additional funding or support from internal and/or external sources.
- Students whose application clearly demonstrates relevance to their stated professional goals.

A detailed and well-written proposal that addresses all areas on the attached application form should be sent by e-mail to the Professional Development Award Committee. (The committee members will be announced annually in September). While proposals can be submitted at any time, allow at least two weeks before the proposed activity, as you may be requested to make modifications prior to funding.

Students are eligible to apply for funding from $25 to $300 per academic year. Effective September 1, 2018, students may apply for up to $600 total for two consecutive years (i.e. the first and second years, or second and third years) of the Program. More than one application per student can be submitted, provided the total received does not exceed $300 per academic year, or $600 over two consecutive years. A total of no more than $600 can be expended in year one and two of the program of study; remaining funds cannot be encumbered for year three. Support for unfunded summer work projects can be provided over two consecutive years (totaling $600) but proposals must be submitted prior to June 30th; students must also demonstrate they have sought additional funding from other sources.

For students in their first and second year of the Program, the application for funding must be submitted and professional development activities completed prior to June 30th. For students in their third year of study, applications must be submitted by August 1st and activities completed by September 1st.

A half- to full-page report must be submitted within a month after completion of the funded activity for all awards of $250 or more. This final report should outline expenditures and address the immediate and long-term professional benefits of this experience.

Winterthur/University of Delaware Program in Art Conservation
Student Professional Development Grant Application

Applicant's name: _____

E-mail address: _____

Date: _____

Project Title: _____

Description of Proposed Activity:
(Please include dates, location, and sponsoring organization and attach conference, seminar, or workshop programs as appropriate)

Significance of proposed activity to your career development (please be specific):

Proposed Budget (please use the table structure provided):

Item	Descriptions and Calculations	Total estimated costs	Additional funds amount	WUDPAC Prof. Dev. support requested	Source of non-WUDPAC Prof. Dev. funds
Air travel					
Ground travel					
Lodging					
Registration fees					
Other (supplies, e.g.)					
Total Project Expenses					

Note: Sources of expenses need to be indicated (websites, personal communications etc.) to legitimize expense projections. Food expenses cannot be covered by this funding.

Winterthur/University of Delaware Program in Art Conservation
Student Professional Development Grant Application

Applicants Name: Kelsey Wingel
E-mail Address: kelsey.wingel@yale.edu
Date: March 18, 2018
Project Title: AIC Annual Meeting – Houston, TX

Description of Proposed Activity: From May 29 – June 2, the American Institute for Conservation of Historic and Artistic Works (AIC) will hold its annual meeting in Houston, TX. With the theme "Material Matters," this conference will bring together conservators across specialty groups to share discoveries, research, and treatments. With many pre-conference professional development opportunities, the annual meeting will consist of two days of workshops, tours, and symposia, followed by three days of general and specialty session talks. In applying for Professional Development Funding, I hope to attend the pre-session workshop "Installation and Use of Automated Thread Count Software," as well as the three days of general and specialty session talks.

The complete meeting program can be accessed through the link below:
http://www.conservation-us.org/annual-meeting/aic-annual-meeting/2018-complete-program

Significance of proposed activity to your career development: This May, I hope to be able to attend the AIC annual meeting in Houston, TX. This meeting provides the opportunity for conservators to focus on professional growth, share their work, learn about new approaches to treatment and analysis, and build connections with other conservators. It promotes career-long learning among conservators and facilitates collaborations between collections and allied professionals. The annual meeting also serves to unify the national and international conservation community and promote intellectual growth. I believe in the importance of attending this meeting throughout all stages of one's career. As an emerging professional and hopeful graduate of the WUDPAC Class of 2018, I believe that this meeting will allow me to enhance my knowledge of treatment methods, material characteristics, and scientific analysis as they pertain to cultural heritage, while also participating in conversations about the direction of the conservation field and meeting other conservators, scientists, and students.

This year's meeting program is packed with unique talks, networking opportunities, and thought-provoking sessions. I am greatly looking forward to the session "Materiality: A Series of Questions," led by two conservators whom I greatly admire: Lance Mayer and Gay Myers. I am eager to learn more about the risks of vibration in the talk "Vibration-induced Mechanical Damage in the Canvas Paintings of Georgia O'Keefe as a Result of Road and Air Transport," (Kronkright, Palan, and von der Lieth). I am also looking forward to Roxane Sperber's talk about archival sources in the study and treatment of a George Fuller painting, which I had the pleasure of seeing when I visited the Worcester Art Museum labs. Many of the talks on imaging technology will allow me to improve my knowledge of new imaging techniques (a weak spot within my skillset), and I hope to attend several different specialty talks.

In addition to attending the general and specialty session talks, I also hope to participate in the pre-session workshop "Installation and Use of Automated Thread Count Software," led by developer Don Johnson. This workshop will allow me to learn about a data processing technique that I have been fascinated with for several years. In learning how to download, install, and use the thread counting software to take thread counts of woven textile supports, it will be possible to discover more about the origins of these supports. Additionally, in learning how to use the associated database, one can search for canvas

matches. Learning this skill will be an excellent tool in the future, enabling me to be able to study collections more thoroughly. Specifically, this skill will aid my future work with the Abbey paintings collection at the Yale University Art Gallery, many of which come from the same or similar rolls of canvas.

Proposed budget: The table below outlines the total approximate expenses for attending this conference. I am applying for $300.00 from the professional development fund to support my attendance.

Item	Descriptions and Calculations	Total estimated costs	WUDPAC Prof. Dev. support requested	Rosenberg Support Requested
Registration fees:	$185.00 – student registration $5.00 – paintings specialty group reception student fee http://www.conservation-us.org/annual-meeting/aic-annual-meeting/register	$190.00	$190.00	-
Workshops	$89.00 – Automatic Thread Counting Software https://aics46thannualmeeting2018.sched.com/event/Cz4i/installation-and-use-of-automated-thread-count-software	$89.00	$89.00	-
Lodging	Hotel room (shared with 1 classmate) for 3 nights: $585.00 total / 2 = $292.00 per person for 3 nights http://www.conservation-us.org/annual-meeting/aic-annual-meeting/accommodations	$292.00	$21.00	$271.00
Airfare	$479 - Round trip flight from Philadelphia to Houston ~$50 – estimated insurance costs https://www.google.com/flights/	$529.00	-	$529.00
Total Project Expenses		$1100.00	$300.00	$800.00

Note: Sources of expenses need to be indicated (websites, personal communications etc.) to legitimize expense projections. Food expenses cannot be covered by this funding.

Tru Vue, Inc. Study and Research Awards for WUDPAC Fellows undertaking an Additional Concentration in Preventive Conservation

With funding provided by Tru Vue, Inc., the Winterthur/University of Delaware Program in Art Conservation has established a grant program to support research and study focused on any and all aspects of preventive conservation.

This program is open to all WUDPAC Fellows undertaking an Additional Concentration in Preventive Conservation.

Awards can be used to support:

- attendance at appropriate workshops or seminars
- conferences where the fellow is giving a paper or poster related to preventive conservation
- research materials or travel undertaken to complete the fellow's short-term research project (a required component of the additional concentration)
- expenses related to a Summer Work Project that has a strong preventive component and is not adequately funded by the host institution

Awards to any student will be made no more than two times. These awards support activities, which will be completed between the summer after the first full year of study and three months after graduation. No single award will exceed $800 with a total per student not to exceed $1,200. Since available funding, and the number of eligible students, varies annually, no award or amount is guaranteed.

Applications will be reviewed by an awards committee which includes the Additional Concentration Advisor and up to two additional faculty members. When considering applications the following will be taken into account:

- relevance to the field of preventive conservation
- relevance to the Fellow's development as a preventive conservator
- whether the budget demonstrates good financial stewardship
- whether a previous award has already been made

Application can be made at any time but should be made at least three weeks before the funds are needed. It is made by emailing a completed application form to the Additional Concentration Advisor.

No longer than 3 weeks after the completion of the proposed study or research, a report must be submitted to the Additional Concentration Advisor. The report will include an accounting of funds spent which compares the proposed budget with an actual budget and a one to two page letter. This letter should thank Tru Vue, Inc. for their support and provide details of the experience and its impact. The letter should be addressed to:

Jennifer Booth
Tru Vue, Inc.
9400 West 55lh St. McCook,
IL 60525

Winterthur/University of Delaware Program in Art Conservation
Application for Tru Vue, Inc. Research and Study Awards

Note: This application form should be lengthened but should not extend beyond two pages.

Applicant:

Date of Application: Project

Title:

Project Dates:

Description of Proposed Activity (Please attach your research proposal, abstract for a paper to be presented, or conference, seminar, or workshop program, if applicable):

Discuss the relevance of the proposed activity to the field of preventive conservation and your development as a preventive conservator (please be specific):

Proposed Budget: (note - food expenses should not be included unless part of a conference dinner, reception, etc.)

Amount	*Expense (delete or edit as aooropriate)*
$	Travel:
$	Housing:
$	Registration Fees:
$	Materials:
$	Other:
$	Other:
$	Total

Total Tru Vue, Inc. Funds Requested:

Other funding sources solicited:

Society of Winterthur Fellows Professional Development Awards

The Society of Winterthur Fellows has made a generous gift to support graduate students who attend conferences, or who need extra support for their thesis research. The support is competitive and limited. Students may request funding for up to $500; no students will receive more than one award per academic year and none are guaranteed funding.

To secure funding, students must request it by submitting an application to the Director, Winterthur Program in American Material Culture via an electronic application emailed to Laura Schmidt (los@udel.edu). The awards committee will generally give preference to:

• Students in the second year (defined at the end of May) of their program or far advanced on their work.

• Students who are actively participating in the project or program by conducting research, giving papers, or participating in treatments.

• Students who try to acquire additional funding from internal University offices or external sources.

• Students whose application demonstrates relevance to their stated professional goals.

An application form is attached as a separate file. Please complete the application and submit electronically to (los@udel.edu). Allow at least three weeks for approval as the committee must confer to review these proposals.

Remember that this is a competitive process and funding is not guaranteed. Students can request funding from $25 to $500. After completion of your research, submit detailed receipts as per your approved budget for funding through reimbursement. Students who receive these funds must prepare a one-page report that may be published online in the ***Society of Winterthur Fellows Newsletter***.

SOWF Professional Development Grant Application
Winterthur Program in American Material Culture
Winterthur/University of Delaware Program in Art Conservation

Applicant's name: _____

E-mail address: _____

Date: _____

Project Title: _____

Description of Proposed Activity:
(Please include dates, location, and sponsoring organization and attach conference, seminar, or workshop programs as appropriate)

Significance of proposed activity to your career development:

Proposed Budget:

Registration	_____
Travel	_____
Housing/Per Diem	_____
Supplies (film, etc.)	_____
Fees	_____
Total	_____
SOWF Funds Requested ($500 Max.)	_____

Other funding sources solicited:

Please return this completed form electronically to Laura Schmidt (los@udel.edu).
We prefer that you submit the form as a word file in an email attachment.

Dr. Edward F. and Elizabeth Goodman Rosenberg Travel Awards for Third-Year WUDPAC Fellows

Grants of up to $1,500 per Fellow are available for intensive research study to visit collections, libraries and scientific facilities, improve connoisseurship skills, study the history of technology, attend relevant seminars and workshops, and to see art and artifacts in their cultural context. Funds are awarded only during the third year of study.

To apply for funding, a brief (1-2 pages) project description that outlines the proposed activities, goals and anticipated outcome, should be submitted to the major supervisor, program director, and Susan Behrens at least one month in advance of the project. A detailed budget must also be included. A final report should be included in the third-year portfolio, an electronic copy sent to the program office for filing as well as to the major supervisor and program director.

These funds can be used to finance costs associated with the allowed third-year research days. Refer to the *Program Procedure and Policy Guide* for details relating to the use and accounting of research days.

Janice Carlson Scholarship for Conservation Science

This award is presented to an advanced Winterthur/University of Delaware Program in Art Conservation Fellow to support participation (registration, transportation, and lodging) in the Infrared and Raman User's Group Meeting or other national or regional conservation science conference.

This award is a tribute to conservation scientist Janice (Jan) Carlson who taught in the Winterthur/University of Delaware Program in Art Conservation from its inception in 1974 to 2004, and whose dedication and commitment to the education and training of future conservation professionals remains an inspiration to our faculty and graduates.

Under Jan's guidance, our students learned the fundamentals of spectroscopic and chromatographic analysis and developed hands-on experience and familiarity with bench-top, instrumental, and analytical methods as they related to the activities of conservation. Jan encouraged our graduate conservation students to excel and to contribute to new conservation research and scholarship and her teaching promoted the value and importance of professional collaboration.

WUDPAC faculty may nominate prospective candidates to the Janice Carlson Scholarship Committee: Dr. Jocelyn Alcantara-Garcia (chair), Richard Wolbers, and Catherine Matsen.

Nominations are due October 15. The award will be made by November 15.

John Krill Advanced Research Award in Paper Conservation and Connoisseurship

and

Betty Fiske Professional Development Award in Asian or Contemporary Art Preservation

$1,000 each annually - Proposal due date February 15

These awards recognize the dynamic careers of John Krill and Betty Fiske, paper conservators and Educators. Both awards advance and strengthen scholarship and research opportunities for early career conservation professionals. We honor these two art conservation educators for their combined 48 years of teaching in our graduate program.

Award Criteria

- The John Krill Advanced Research Award in Paper Conservation and Connoisseurship and The Betty Fiske Professional Development Award in Asian or Contemporary Art Preservation will be made to a current student or a WUDPAC graduate.

- Award recipients will be selected annually, by the WUDPAC Scholarship Committee. Parameters for selection include academic standing, commitment to conservation, project merit, plans for dissemination, service to the field, and financial need. Recent graduates, within the past five years, will be given preference.

- Applicants must submit a detailed statement of intent, one letter of recommendation, a resume, and proposed budget. All materials must be received as an electronic packet by February 15. Late applications or incomplete application packets will not be considered.

- Award recipients will be notified no later than March 30th.

- A total of two $1,000 awards ($1,000 for each award) will be provided annually. Awards are payable to the recipient(s). These are subject to withholding taxes (30%) for University of Delaware students. If the recipient is no longer at the University, the University will submit a 1099 Form for tax purposes.

- The proposed grant project should be completed within a year of the award announcement.

- Students may only receive this award once.

- Award recipient selection(s) will be made without regard to race, age, gender, religion, citizenship, political beliefs, employment status, or any other factor, which could constitute unfair or illegal discrimination.

- Decisions of the WUDPAC Scholarship Committee are final in all matters related to the above practices.

- Award recipients must submit a final summary report detailing how the award was used and results disseminated within 3 months after project or travel is completed.

- A completed application along with any associated documentation should be sent to: Joan Irving at jirvin@winterthur.org

Donations to either fund would be most welcome and should be sent to:
University of Delaware, c/o Susan Behrens, Room 303 Old College, Newark, DE 19716-2515

Betty Fiske

Betty Fiske is an accomplished artist as well as paper conservator. Betty began her career as a printer. Before she discovered conservation, Betty obtained her Bachelor and Master of Fine Arts degrees, specializing in printmaking. For a decade she worked in printing studios, taught printmaking, and curated print collections, including work on the catalogue raisonné for Robert Motherwell's prints. Betty was inspired to pursue conservation training by Marilyn Weidner with whom she worked prior to her acceptance in WUDPAC. Betty received her Master's of Science in Art Conservation and specialized in paper under paper conservator Anne Clapp's guidance. From there she spent 11 years as a paper conservator at the Metropolitan Museum of Art. Betty devoted herself to Asian printmaking and paper studies, conducting research and leading many study trips to Japan and Southeast Asia, acquiring expertise that she generously shared with students and fellow conservators. From 1992 through July 2008 she was paper conservator at Winterthur and an adjunct faculty member for WUDPAC. According to one of her students "Betty supported, encouraged, inspired, and taken me under her wing from the beginning and essentially helped to shape my entire future. I feel very humbled to have had the opportunity to have her as my mentor and realize that it would take a lifetime to attain the vast wealth of knowledge and experience that she has."

John Krill

John Krill retired in 2008 after 32 years of teaching and service as paper conservator for Winterthur and an adjunct faculty member for WUDPAC. John received his Master of Arts in Art History from Penn State and a diploma in Conservation from the Institute of Fine Arts at New York University. Before his long and distinguished career at Winterthur, he worked as assistant curator of Prints and Drawings and as paper conservator at the Baltimore Museum of Art (1971-73), and paper conservator at the National Gallery of Art (1973-76). John has served as guest curator at the Victoria and Albert Museum (1987) for the exhibition *English Artists' Paper: Renaissance to Regency*; as guest lecturer in Durham, England at the 500th Anniversary of papermaking in Great Britain in 1988; and helped plan the program for the 1999 international conference *Looking at Paper: Evidence & Interpretation* held in Toronto. He was co-organizer of the international group Training & Education in Paper Conservation that has met annually since 2003. John authored the landmark book, *English Artists' Paper*, now in its second edition (2002). John recently received the AIC Sheldon and Caroline Keck Award for teaching excellence. One of his students, best summarizes that "John Krill epitomizes that rare mixture of talent, passion, and intellect governed by integrity and authentic love for the field."

Part II

Institutional Policies

WINTERTHUR

Public Safety Department

M E M O R A N D U M

DATE: August 2014

TO: Winterthur Staff, Students and Volunteers

FROM: Steve Donahue,
Director of Public Safety

SUBJECT: Staff Entrances and Exits

When entering or exiting the museum office complex or the Research Building it is necessary to utilize one of the two **authorized entrances and exits**. They are the **Galleries Reception Area** and the **Dorrance Gallery**. At these locations you are required to display your Winterthur photo ID badge when entering and you are subject to parcel inspection when exiting.

Please be reminded that the vending machine area (formerly the Cappuccino Café) **is not an authorized entrance or exit** for the museum office complex or the service corridor to the Research Building. This area is not to be used as a "short cut" when entering or exiting these areas. By doing so you are circumventing established security procedures.

Also, please be reminded that **the entrance to the Period Room Tours is not to be used by staff, students or volunteers**. This entrance is exclusively for use by guides and guests.

Thank you in advance for your understanding and cooperation.

SJD/smw

Conservation Department Access Guidelines

General:
All conservation department work areas are to be secured when not staffed

Staff and faculty are to have regular access "24/7" to:
- Their assigned work spaces
- Conservation Office (object files and copier)
  Access through dispatch when the office is locked
- Chemical Storage R314
- Faculty Computer Room R411

WUDPAC students are to have regular access "24/7" to:
- Student Lab R307
- Digital Imaging Room R408
- Darkroom second floor
- Photo Studio R407
- Paintings Conservation Studio II R406
- Their primary assigned laboratory (second year students)[1]
- Conservation Office R412 (object files and copier)
- Chemical Storage R314

A box with keys for the above spaces approved for student access (except the primary assigned laboratory for second year students) will be maintained in the conservation office for use by WUDPAC students. A student in need of access to one of the above approved spaces may borrow the key from this box and then return it to the conservation office. These spaces can also be accessed through dispatch.

Restricted spaces requiring permission of the laboratory head for access include:
- SRAL R302
- Woodworking shop and storage RLF01, RLF11, RLF12+
- Frame Storage R310
- Maps and Prints Study Storage, second floor – permission of the director of collections or conservator of maps and prints required for access
- Metal Working Room R305 – Contact Mark Anderson to be trained to use the equipment.

GJL/fsw
Updated 7/17/2015

[1] Student list and second year student laboratory assignments to be generated by the conservation office

Scientific Research and Analysis Laboratory-Procedures for WUDPAC Student Analyses

Background: Science is a core strength of the Winterthur/University of Delaware Program in Art Conservation (WUDPAC), and the Winterthur Scientific Research and Analytical Laboratory (SRAL) is dedicated to advancing conservation science instruction, research and scholarship, and engaging WUDPAC Fellows in the activities of the SRAL. To meet the increasing demands on SRAL staff time, the following policy for WUDPAC student analyses are to be followed.

Procedures: The *Winterthur Museum Scientific Research and Analysis Laboratory Request for Analysis* form is to be submitted before a sample is accepted for analysis. Such requests are to articulate clearly the purpose of the proposed analysis and its relevance to current academic coursework and the activities of conservation, including history of technology, documentation, treatment, and preventive care. All objects for analysis are to be entered into the SRAL logbook, assigned a SRAL project number, and a copy of the resulting data turned in to SRAL head (Jennifer Mass) or SRAL scientist (Catherine Matsen) in one of the available blue project folders in the lab. All data collected in the SRAL must be interpreted with the assistance of SRAL staff and faculty

Student analytical requests will be allocated as noted below and addressed as time permits on the scheduled days SRAL staff and/or UD faculty are available to work with students. Dependent on other deadlines, SRAL staff and UD faculty will try to address all well documented student requests in a timely fashion, particularly those that are time-sensitive.

The appropriate SRAL staff and/or UD faculty member will contact the student to make an appointment.

Second-year WUDPAC students who have been trained to run the FTIR and the XRF may do so on scheduled SRAL days as long as they do not conflict with ARTC 673 work. These analyses are to also be entered into the logbook, assigned a project number, and interpreted with the assistance of a SRAL staff member. A copy of the data left in the lab should be included in one of the available blue project folders.

Thank you for your adherence to these procedures as the SRAL staff work to serve the needs of Winterthur and the University of Delaware.

Updated August 2016

Winterthur Museum Scientific Research and Analysis Laboratory Request for Analysis

Instructions: This form should be <u>completely</u> filled out before sample is accepted. All completed forms and samples should be given to Dr. Jennifer Mass.

REQUEST NO.: _____ Non-Winterthur Object? _____ Fee _____ (to be filled out by SRAL staff if applicable)

DATE:_____

REQUESTOR:

ADDRESS/PHONE NUMBER:

OBJECT: (Description, material, etc)

Owner: **Title:**

Date of manufacture: **Acc. or ACP Number _____** **Provenance:**

Museum Room_____

Maker/Artist:

PREVIOUS ANALYSES <u>AND</u> RESULTS: (Use other side or attach copies of reports)

Cross-sections?
Polarized light microscopy?
Spot tests?
Solubility tests?
Instrumental?
Other?

PURPOSE OF ANALYSIS/PARTICULAR INTEREST:

USE OF INFORMATION:

Is publication or other sharing of this information outside of Winterthur Museum (exhibits, catalogs, etc) possible or anticipated? If so, where or with whom?

If so, please note that Analytical staff must be *<u>properly acknowledged</u>* and *<u>permission to publish</u>* analytical data *<u>must be obtained</u>* from the Director of Conservation**.**

A photograph, Xerox copy or clearly drawn diagrams of object with sample locations marked must be submitted with this request.

Samples removed by: Date:

Safety Guidelines for Eye Protection
Winterthur Department of Conservation Facility

Department of Conservation staff, volunteers, interns, and University of Delaware faculty and students must comply with safety standard established by Winterthur, the University of Delaware, the State of Delaware, and federal agencies such as OSHA.

Eye protection is to be worn whenever there is a risk of eye injury present or potentially unsafe conditions for the eye exist.[1]

All Department of Conservation staff, volunteers, interns, and University of Delaware faculty and students must have appropriate eye protection available to them. Supervisors within the Department of Conservation and the Winterthur/University of Delaware Program in Art Conservation are responsible for the procurement, storage, and distribution of eye protection equipment within their conservation and research laboratories. Staff may order prescription safety glasses in compliance with the Employee Handbook.[2] Costs not covered by Winterthur will be the responsibility of the individual. The Conservation Safety Team will assist in ordering eye protection equipment.

Definitions:
Safety glasses fall into three general categories: Chemical, Impact, and Light Radiation

1. Chemical Safety Glasses
   Glasses or goggles that prevent fluids from being splashed into the eye.
   Examples:
   - Chemical rated goggles or tight fitting, wraparound safety glasses meet this standard
   - Impact prescription glasses for machinery or tool use may not

2. Impact Safety Glasses, Goggles, or Face Shields
   Equipment that minimizes the risk of objects being thrown into the eye.
   Examples:
   - Impact rated prescription glasses with fitted side shields meet this standard
   - Chemical goggles may not

---

[1] For more information on institution and government standards, see: "Winterthur Employee Handbook," 11/01/2002, pages 1: 21-22. "The Winterthur Museum, Garden and Library Chemical Hygiene Plan," 1995, section A and section I. "The University of Delaware Chemical Hygiene Plan."
[2] See: "Winterthur Employee Handbook," 11/01/2002, page 4: 11.

3. Light Radiation Safety Glasses

Filters or glasses that prevent damaging light radiation from reaching the eye.

Examples:

- UV filtering glasses
- Laser specific eye protection devices
- High intensity light source eye protection devices

Specific Guidelines:

1. Chemical Safety Glasses must be worn when:
   - Chemicals are being transferred from one container to another.
   - Washing/rinsing containers and glassware.
   - One enters the Chemical Storage Room (RB 321).
   - Working in or in front of a fume hood.
   - Working in close proximity to chemicals. An exception may be when using small volumes secured in containers that reduce the risk of splashing or spilling.
   - Using corrosive, caustic or other dangerous chemicals.

2. Impact Safety Glasses must be worn when:
   - Using stationary machinery or if you are a bystander.
   - Using portable machinery such as hand drills or other mobile power tools.
   - Using hand tools that pose a risk to the eyes.
   - Tool manufacturer's warnings require safety glasses.

3. Light Radiation Safety Glasses must be worn when:
   - UV- light sources are in use.
   - Laser generating equipment poses a risk to the eyes – see manuals (i.e. when Raman spectrometer case is open).
   - High intensity light is generated by equipment such as torch flames and instrument lamps.

Summary: The above minimum standards may be made more stringent by the staff or faculty in a section with approval from the directors of the Department of Conservation and/or Winterthur/University of Delaware Program in Art Conservation (WUDPAC).

Adherence to safe practices combined with prudent judgment is the responsibility of all who use the Department of Conservation facilities.

Laboratory privileges may be revoked if these guidelines are not followed.

Department of Conservation Safety Team
January 28 , 2005

Safety Guidelines for Airborne Substances and Chemical Vapors
Winterthur Department of Conservation Facility

Department of Conservation staff, volunteers, and interns and University of Delaware faculty and students must comply with safety standards established by Winterthur, the University of Delaware, the State of Delaware, and federal agencies such as "OSHA."[1]

Always use appropriate procedures and equipment to limit chemical vaporization or particulate discharge into the workspace or the environment. The evaporation of solvents into workspace environments must be reduced to the minimum.

Procedures:

1) Use the smallest quantity possible of chemicals and solvents.
2) Use flexible duct exhaust units ("elephant trunks") positioned for optimal uptake.
3) Use hoods for operations that involve larger quantities of chemicals or solvents.
4) Use the spray booth on the 4th floor of the Research Building (418A) for any activity generating large quantities of airborne or volatile substances that cannot otherwise be safely removed. This includes (but is not limited to) the use of a spray gun, brush varnishing, lacquering, and the treatment of large surface areas on objects during cleaning, saturating, or adhesive application.
5) Use specially constructed shrouds or plenums that connect to adequate air evacuation systems for special situations.
6) Use a mask style respirator as needed.
7) Use High Velocity Low Pressure (HVLP) spray equipment whenever possible to reduce volatilized chemicals.
8) Rinse spray gun canisters with solvent and transfer the liquid waste to chemical storage before spraying the final solvent flush through the gun.
9) Use covered containers for temporary storage of solvent soaked swabs before transferring them to the waste area of the Chemical Storage.

Summary:
The above minimum standards may be made more stringent by staff or faculty in a section with approval from the directors of the Department of Conservation and/or the Winterthur/University of Delaware Program in Art Conservation (WUDPAC).

Adherence to safe practices combined with prudent judgment is the responsibility of all who use the Department of Conservation facilities.

Laboratory privileges may be revoked if guidelines are not followed.

Conservation Department Safety Team

January 28, 2005

---

[1] For more information on institution and government standards, see: "Winterthur Employee Handbook," 11/01/2002, pages 1: 21-22. "The Winterthur Museum, Garden and Library Chemical Hygiene Plan," 1995, section A, I, O & P. "The University of Delaware Chemical Hygiene Plan."

Heat Generating Equipment Policy

It is the policy of the Winterthur Museum that all electrical equipment which generates heat such as hot plates, ovens, heating mantles, weatherometer, microscopes (lamps), GC-MS, laminating machines, heat guns, soldering irons, etc., must comply with the following standards prior to and during their use by Winterthur staff and faculty/students in the Winterthur/University of Delaware Program in Art Conservation (WUDPAC) in Winterthur's public and administrative buildings.

1. Prior to its use, the appliance must be inspected and certified by the Fire Chief.

2. Once inspected and certified by the Fire Chief, a valid certification sticker must be affixed to and displayed on the equipment.

3. Generally, equipment is authorized for use during business hours only and must be unplugged (if possible) at the end of the day or at the end of use (if after hours).

4. No timers may be used to control heat-generating equipment.

5. All equipment must be used in plain view and available for visual inspection by Public Safety Division Staff.

6. Should procedures require that the equipment be left on overnight, written notification must be given to Winterthur Security Dispatch. In addition, a sign indicating that the equipment, together with the name and phone number of the responsible staff person should be attached to the equipment.

7. In addition, the Public Safety Division will maintain a record of the location of each of these appliances and will conduct a visual inspection daily, at the end of the normal business day, to assure compliance with this policy and to minimize potential risk to Winterthur.

Violations of the policy will result in the following:

1st Offense: If Public Safety finds heat producing equipment left on, the officer will notify the offender and his/her supervisor. The offender will be given counseling and an oral warning.

2nd Offense: if the equipment is left on a second time, the offender, supervisor and Human Resources will be notified. A Corrective Action Warning Notice is placed in the employees' personnel file.

3rd Offense: If the equipment is left on a third time, the employee will be placed on final warning and a subsequent offense will result in termination.

4th Offense: Employee is terminated.

Workspace Hygiene Guidelines, Food and Drink
Winterthur Conservation Facility

General:
Winterthur is obligated to comply with housekeeping, hygiene, object care and personal safety standards set by the Winterthur and University of Delaware "Chemical Hygiene Plans" as well as the "Guidelines and Procedures for Preventive Conservation". For reasons of human safety and object protection, these standards specifically restrict the presence of food and beverages in the laboratory[1], studio, all areas where there are accessioned[2] or registered[3] objects, and where hazardous materials may be present. Keeping food out of all collection areas furthers the goals of Integrated Pest Management (IPM) as well as maintaining a safe working environment for staff, students, interns, volunteers and guests.

Specific Guidelines:

- **Food may not be present in any laboratory, studio or area with accessioned or registered objects.**
- Food may not be stored in refrigerators located in a laboratory or studio.
- Beverages may be consumed in a laboratory or studio area from covered containers such as a lidded coffee cup or bottled water.
- Beverages may not be placed on the same workspace with chemicals or objects.
- Food and beverages may be consumed in walled or partitioned office areas that are free of collection and laboratory materials.
- Hands are to be washed before and after consuming food in accordance with the chemical hygiene plans and the preventive guidelines.
- Dishes are to be cleaned and all packaging disposed of promptly. Sinks and receptacles used for this purpose must be separate from laboratory, studio and collection areas.
- Trash containing food or packaging, that was not disposed of during the day, is to be deposited in specified receptacles in the hallways which will be emptied nightly.

Summary:
The above minimum standards can be made more stringent by the staff in a section with approval from the department director. The safe storage, preparation and consumption of food and beverages within our facility are the responsibility of the individual and the section supervisor. Laboratory privileges may be revoked if unsafe practices persist.
The sight and smell of food in conservation work areas are inconsistent with the professional image of Winterthur. It is the responsibility of the individual and the section supervisor to exercise common sense and good judgment with these matters

---

[1] A laboratory is defined in both chemical hygiene plans as: "any facility where the 'laboratory use of hazardous chemicals' occur. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis."
[2] Accessioned objects are those Winterthur objects tracked by a registration office assigned number and any non-circulating objects from the Winterthur Library
[3] "Registered objects" includes non-Winterthur objects that have been logged in for WUDPAC activity, loans, other Winterthur business or private work.

WINTERTHUR

PHOTOGRAPHY POLICY

Photography by Visitors. Still photography is permitted on the Elegant Entertaining and Yuletide tours. Still and video photography is permitted in the Galleries, except where indicated by signs or labels. Flash photography is permitted. Tripods may not be used inside. While walking through the garden and grounds, visitors are welcome to record their visit through still and video photography. Any reproduction of Winterthur's building, collections or grounds is limited to personal use only. All commercial uses are prohibited without prior written agreement.

Photography by Professionals. All commercial photographers and filmmakers as well as researchers who wish to film in the Period Rooms and Galleries at Winterthur must adhere to the following **Guidelines for Indoor Photography**.

Photography by employees, WPEAC, and WUDPAC students: Senior managers in the Advanced Studies Division have reiterated that employees and students "may – and at times – must take photos in the collections." (8/19/04)

Guidelines for Indoor Photography
Winterthur Museum has established the following guidelines to ensure that the care, maintenance, and security of its collections are safeguarded during photography, videotaping, and filming. The guidelines apply to photography/filming in the Period Rooms and Galleries at Winterthur.

Any researcher or commercial photographer/filmmaker (hereafter referred to as "photographer") must adhere to these guidelines. The authorized Winterthur supervisor (a staff member with collection handling privileges who has been assigned to the specific photography session) will arbitrate any questions that arise during a photography/filming session. The Winterthur supervisor will halt photography/filming if he or she feels the collections are at risk at any time.

Permission
All photographers must complete and sign an Application for Permission to Photograph before work can begin. Forms can be obtained from the Marketing Communications or Publications Departments. If requested, a written list of all lighting equipment must be submitted with this form.

Photography or filming of security equipment or procedures is prohibited.

Winterthur may need to limit the number of photographers or assistants working on a given day. The decision will be made based on the amount of heat generated by lights; the amount of equipment present, including tripods, light stands, and electrical cords; the number of staff

available to supervise and/or work on the project; and the disruption to Winterthur tours or visitation caused by the photography/filming.

If a photograph or film includes museum visitors, the photographer is responsible for obtaining written permission from all subjects.

Lighting and Lighting Equipment

Lighting for photography or filmmaking in a museum setting requires special consideration because collection objects can be irreparably damaged by prolonged exposure to high heat levels, light, and high intensities of visible and ultraviolet light. Photographic lights or any heat-producing equipment must be kept 24 inches from sprinkler heads or smoke detector heads. This applies to all light sources.

Winterthur prefers the use of strobe lights or electronic flash lights in the collection. Other types of lighting must adhere to the following guidelines:

- Lights should have heat-reflecting filters over their fronts to protect the collections and to act as shields, preventing pieces of the hot bulbs from striking an object should the bulb shatter. Silk scrims are not effective.
- An increased voltage or number of lights in a given area requires advance approval from the Winterthur Chief Engineer and/or Fire Officer.

Every attempt should be made to use lights that do not emit ultraviolet light. If this is not possible, a heat and/or ultraviolet light filtering screen should be used over the light.

The authorized Winterthur supervisor will oversee the placement of lights. Lights and light stands should be weighted to ensure that they are not overturned. All tripods must have rubber tips. Lights must be turned off when not in use.

Other Equipment

- Because of power limitations, Winterthur encourages photographers to supply their own power packs. A staff electrician will be on stand-by during photography/filming sessions.
- Photographers should provide their own carts or dollies, not to exceed 26 inches in width.
- Photographers assume full responsibility for their equipment.
- The authorized Winterthur supervisor will oversee movement of photographic equipment.
- All parcels and equipment are subject to inspection by security personnel prior to leaving Winterthur.

Collection Safety

An authorized Winterthur supervisor must accompany photographers at all times; the supervisor's decisions concerning the safety of collection objects is final. As necessary, members of the Conservation Division or other authorized Winterthur personnel will check room temperatures before and during photography/filming. Photography/filming will be halted when the temperature increases by more than 5º F.

As necessary, members of the Conservation Division or other authorized Winterthur personnel will monitor the light level during photography/filming. Light levels should not exceed 100 foot candles (1000 lux).

Only pencils may be used in the Period Rooms or Galleries. At the discretion of the authorized Winterthur supervisor, collection objects within period rooms may be moved to safeguard them during photography/filming. Movement of collection objects that results in a change to the interpretation of the room will not be permitted.
Only authorized Winterthur staff members may touch or handle collection objects. No one may sit or lean upon collection objects or walk upon collection rugs. Nothing may be put on or under collection objects without the express permission of the appropriate curator and/or conservator.

Photography/filming in collection storage facilities or other restricted areas is permitted only with the express permission of the appropriate curator and/or conservator.

Guidelines for Outdoor Photography
Winterthur Museum has established the following guidelines to ensure that the care, maintenance, and security of its collections are safeguarded during photography, videotaping, and filming. The guidelines apply to photography/filming in the gardens and grounds of Winterthur.

Any photographer must adhere to these guidelines. The authorized Winterthur supervisor will arbitrate any questions that arise during a photography/filming session. The Winterthur supervisor will halt photography/filming if they feel the collections are at risk at any time.

Permission
All photographers must complete and sign an Application for Permission to Photograph before work can begin. Forms can be obtained from the Marketing Communications or Publications divisions. If requested, a written list of all lighting equipment must be submitted with this form.

Photography or filming of security equipment or procedures is prohibited.

Winterthur may need to limit the number of photographers or assistants working on a given day. The decision will be made based on the amount of heat generated by lights; the amount of equipment present, including tripods, light stands, and electrical cords; the number of staff available to supervise and/or work on the project; and the disruption to Winterthur tours or visitation caused by the photography/filming.

If a photograph or film includes museum visitors, the photographer is responsible for obtaining written permission from all subjects.

REV: GK 6Nov02
REV: HHolland 19April06

Part III

Miscellaneous

February 2015

Recipients of Graduate Fellowship Awards:

The University of Delaware is not required to report to the Federal Government or to withhold taxes on fellowship awards to U.S. citizens and resident aliens, even though a portion of the award may be taxable income to the recipient. The exclusion from taxable income of amounts received as fellowships is limited to amounts used for tuition and fees required for enrollment or attendance, as well as for books, supplies, and equipment required for courses of instruction. Amounts used for expenses such as room and board are not excluded from taxable income and you are responsible for reporting to the Internal Revenue Service any taxable amount in excess of your actual tuition and course related fees, books and equipment.

If you determine that you may have taxable income from your fellowship, you can request the Payroll Office to withhold estimated federal and state income taxes from your stipend payments by filling out a 'PAY Additional Tax Withheld' form. You are not required to do this. However, if you do not have estimated taxes withheld, you may end up owing taxes when you submit your 1040 tax forms at tax filing time.

To help you estimate the amount of taxes to withhold, the following information can be used. These calculations are based on 2015 federal and state income tax percentage-method tables and are provided as an **estimate** only. They should not be taken to be actual taxes that will be owed at the end of the year. Other factors that should be considered include other earnings you may have and whether or not you will be included as an exemption on someone else's income tax return.

If you have additional questions on this, please call Payroll & Records Management at 831-8677.

To calculate the **taxable** portion of your stipend:

Amount of stipend paid in current calendar year	$ _____
Less: Cost of required fees, books, and equipment	$ _____ *
Potential Total Taxable Income	$ _____

Divide Potential Taxable Income by number of pay periods (number of months times 2 pay periods) to derive per pay amount $ _____ (A).

*Tuition costs are not used here if the award included a 100% tuition reduction. If, however, the fellowship recipient paid any tuition, the amount actually paid can be used to reduce the amount of taxable income in this section.

Federal Income Taxes:

Determine marital status and number of exemptions you are entitled to. If you can be included on another person's tax reporting as a dependent, you should not have any exemptions.

Compute the per pay federal tax as follows:

1.	Per pay taxable income from (A) above	$_____
2.	Multiply number of exemptions you claim by $166.70	$_____
3.	Federal taxable income (subtract 2. from 1.)	$_____
4.	Federal tax per pay (from one of tables below*)	$_____

*Compute tax on taxable income according to one of the tables listed below.

SINGLE – FEDERAL TAX TABLE – 2015

(including head of household)

If the amount of wages (after subtracting withholding allowances) is:		**The amount of income tax to withhold is:**	
Not over $96		$0	
Over-	**But not over-**		**of excess over-**
$96	-$480..	$0.00 plus 10%	-$96
$480	-$1,656..	$38.40 plus 15%	-$480
$1,656	-$3,877..	$214.80 plus 25%	-$1,656

$3,877	-$7,983..	$770.05 plus 28%	-
$3,877			
$7,983	-$17,242..	$1,919.73 plus 33%	-
$7,983			
$17,242	-$17,313..	$4,975.20 plus 35%	-
$17,242			
$17,313……		$5,000.00 plus 39.6%	-
$17,313			

MARRIED – FEDERAL TAX TABLE - 2015

If the amount of wages (after subtracting withholding allowances) is:		**The amount of income tax to withhold is:**	
Not over $358		$0	
Over-	**But not over-**		**of excess over-**
$358	-$1,127	$0.00 plus 10%	-$358
$1,127	-$3,479	$76.90 plus 15%	-
$1,127			
$3,479	-$6,658	$429.70 plus 25%	-
$3,479			
$6,658	-$9,960	$1,224.45 plus 28%	-
$6,658			
$9,960	-$17,504	$2,149.01 plus 33%	-$9,960
$17,504	-$19,727	$4,638.53 plus 35%	-$17,504
$19,727……..		$5,416.58 plus 39.6%	-$19,727

With this calculation you will have determined the amount of taxes that would have been withheld by the payroll system PER PAY if the taxable portion of the stipend had been processed as a taxable amount. That is the amount you can use as an estimate in requesting to have additional federal taxes withheld.

State of Delaware Income Taxes:

Determine your state standard deduction based on your marital status:

Single $135.42 OR Married $270.83

Compute the per pay state tax as follows:

1. Per pay taxable income from (A) on page 2 $_____

2. Subtract standard deduction ($135.42 or $270.83) $_____

3. State taxable income (subtract 2. from 1.) $_____

4. State tax (from table below*) $_____

5. Multiply number of exemptions by $4.58 for tax credit $(_____)

6. Subtract 5. from 4. to determine taxes per pay period $_____

*Compute tax on taxable income according to the table listed below.

STATE OF DELAWARE TAX TABLE – 2015

Taxable Wages	Tax Rate	In Excess Of
$ 0 to $83.33	-0-	$ -0-
$83.33 to $208.33	2.20%	$ 83.33
$208.33 to $416.67	$ 2.75 + 3.90%	$208.33
$416.67 to $833.33	$10.88 + 4.80%	$416.67
$833.33 to $1,041.67	$30.88 + 5.20%	$ 833.33
$1,041.67 to $2,500.00	$41.71 + 5.55%	$1,041.67
$2,500.00 & over	$122.65 + 6.95%	$2,500.00

With this calculation you will have determined the amount of state taxes that would have been withheld by the payroll system PER PAY if the taxable portion of the stipend had been processed as a taxable amount. This is the amount you can use as an estimate in requesting to have additional federal taxes withheld.

EXAMPLE:

J. Smith was awarded a fellowship for the 2014 - 2015 academic year that included a stipend of $28,000 to be paid from 9/1/14 through 5/31/15 and 100% tuition reduction. In addition to tuition, Smith's expenses each semester to attend school were a mandatory health fee of $227, a mandatory student center fee of $119, a mandatory medical insurance fee of $79, a mandatory graduate recreation fee of $50, and about $1,000 for books and required equipment.

Smith's taxable income for **2015** from this fellowship would be:

Amount of stipend paid from 1/1/15 - 5/31/15 ($28,000. /9 mos. X 5 mos.)	$15,555.55
Less: Books & Fees for spring semester	(1,475.00)
Taxable Income 2015	$ 14,080.55

Smith did not use the stipend amount to pay tuition, so the tuition cannot be used to reduce the amount of taxable income.

Divide Potential Taxable Income $14,080.55 by 10 pay periods (5 mos. X 2 pays per month) to derive per pay amount $ ___1,408.06__ (A) for 1/1/15 to 5/31/15.

Smith is single and will not be reported as a dependent on someone else's income tax return, so can claim one exemption for federal and state tax purposes. Smith's tax calculations would be as follows:

Federal Taxes:

Per pay taxable income	1,408.06
One exemption reduction	(166.70)
Calculate federal tax on	$1,241.36

According to tax table for an individual with a marital status of single, tax on $1,241.36 is $38.40 plus 15% of the excess over $480.00.

($1,241.36 - $480.00) x 15% or $761.36 x 15% + $38.40
($114.20 + $38.40) = **$152.60**

State Taxes:

Per pay taxable income	$1,408.06
Less: Single standard deduct	(135.42)
Taxable State Income	$1,272.64
State Tax (from table) $41.71 + [5.55% x ($1,272.64 – 1,041.67)] $41.71 + 5.55% x $230.97 $41.71 + 12.82	$ 54.53
Less: one exemption	(4.58)
State income tax for one pay	**$49.95**

If Smith wanted to have state and federal taxes withheld for the taxable portion of the fellowship, Smith would fill out a **'Pay Additional Tax Withheld'** webform with Payroll & Records Management to have $152.60 for federal and $49.95 for state taxes withheld. Thus the net stipend amount Smith would actually receive each pay period would be $1,205.51 ($1,408.06 – $152.60 – $49.95).

grad fellowship tax worksheet (spring) 2015.doc

Letter of Recommendation Request Form

This letter is requested of Professor_____

Please print or type, and use a separate form for each letter:

Your Name:_____ Today's Date: _____

Deadline Date: _____

_____ Mail directly

_____ Give to you in sealed envelope

_____ Await request from institution

Please send a letter of recommendation to:

Name (include Dr., Prof, Mr., Ms., etc., as appropriate) _____

_____

Department _____

Institution _____

Address_____

_____ Zip _____

Your application is for _____ Job _____ Fellowship _____ Internship

Brief description (please append photocopy of announcement if possible):

_____

_____

_____

_____

Please give to Professor at least two weeks in advance of deadline.
(It may also be helpful to remind the professor the dates and course numbers, and projects, if applicable, that you worked on under that professor's supervision.)

Winterthur's Emergency Closing Number

(302) 888-4999

In the event of inclement weather, please dial the number above. You will hear a recorded message with the latest correct information. If you feel that you cannot drive during inclement weather, please contact your immediate faculty supervisor for alternative scheduling.

University of Delaware Emergency Response

Emergencies on Campus

Call Public Safety by dialing 9-911 from a campus telephone

Call UD Department of Occupational Health and Safety:

X8475 – on campus telephone
302-831-8475 - off campus telephone

WUDPAC Emergency Contacts
Debbie Hess Norris – (o) 302-831-3696, (c) 302-981-8424
Joyce Hill Stoner – (o) 302-888-4888, (c) 302-521-7267
Joy Gardiner – (o) 302-888-4612, (c) 302-229-6090
Vicki Cassman – (o) 302-831-8092, (c) 302-740-5465
Fran Wilkins (o) 302-888-4609
Susan Behrens – (o) 302-831-8236 (c) 302-530-1044
Theresa Slusser – (o) 302-831-3489 (c) 856-287-5842

Back Road Directions Round Trip from Old College to Winterthur

Leave Old College, cross RR tracks, turn R on Cleveland, come down Cleveland Avenue toward Papermill Road—

Turn LEFT on Papermill Road—drive about 5-6 (?) miles, past Independence School on the right, and Papermill will dead-end into Limestone Road, Rt. 7.

Turn LEFT onto Limestone Road, Rt. 7, drive a few blocks to a light and crossroad and turn RIGHT on Brackenville Road

Stay on Brackenville as it crosses Rt. 41 at a LIGHT, continue along, pass Ashland Nature Center on the left, turn left at stop sign, go through covered bridge, come out on Rt. 82

Turn RIGHT onto 82, go over another RR bridge and then take a LEFT up tiny little "Way Road"—it is very narrow-(be careful!)—it will dead end onto "Old Kennett Road."

TURN RIGHT on Old Kennett Road and follow this until it hits Rt. 52—Winterthur is directly across. Wait for the light to change and then cross into the grounds and the guard house.

Reverse directions:
Leave Winterthur, go straight across, drive past a four-way stop and then turn LEFT onto "Way Road"

This dead ends into Rt. 82—take a right and then an almost immediate left--

You are now again on Brackenville, go through covered bridge, pass Ashland Nature Center on the RIGHT, cross Rt. 41, get to Rt. 7 at light—get in one of 2 left-hand turn lanes,

turn LEFT onto Rt. 7, go a few blocks

turn RIGHT onto Paper mill Road—it will run into Cleveland Ave. and you will see the RR bridge ahead as Paper mill changes its name to Chapel St.

or check your GPS!

Betty Fiske

Betty Fiske is an accomplished artist as well as paper conservator. Betty began her career as a printer. Before she discovered conservation, Betty obtained her Bachelor and Master of Fine Arts degrees, specializing in printmaking. For a decade she worked in printing studios, taught printmaking, and curated print collections, including work on the catalogue raisonné for Robert Motherwell's prints. Betty was inspired to pursue conservation training by Marilyn Weidner with whom she worked prior to her acceptance in WUDPAC. Betty received her Master's of Science in Art Conservation and specialized in paper under paper conservator Anne Clapp's guidance. From there she spent 11 years as a paper conservator at the Metropolitan Museum of Art. Betty devoted herself to Asian printmaking and paper studies, conducting research and leading many study trips to Japan and Southeast Asia, acquiring expertise that she generously shared with students and fellow conservators. From 1992 through July 2008 she was paper conservator at Winterthur and an adjunct faculty member for WUDPAC. According to one of her students "Betty supported, encouraged, inspired, and taken me under her wing from the beginning and essentially helped to shape my entire future. I feel very humbled to have had the opportunity to have her as my mentor and realize that it would take a lifetime to attain the vast wealth of knowledge and experience that she has."

John Krill

John Krill retired in 2008 after 32 years of teaching and service as paper conservator for Winterthur and an adjunct faculty member for WUDPAC. John received his Master of Arts in Art History from Penn State and a diploma in Conservation from the Institute of Fine Arts at New York University. Before his long and distinguished career at Winterthur, he worked as assistant curator of Prints and Drawings and as paper conservator at the Baltimore Museum of Art (1971-73), and paper conservator at the National Gallery of Art (1973-76). John has served as guest curator at the Victoria and Albert Museum (1987) for the exhibition *English Artists' Paper: Renaissance to Regency*; as guest lecturer in Durham, England at the 500th Anniversary of papermaking in Great Britain in 1988; and helped plan the program for the 1999 international conference *Looking at Paper: Evidence & Interpretation* held in Toronto. He was co-organizer of the international group Training & Education in Paper Conservation that has met annually since 2003. John authored the landmark book, *English Artists' Paper*, now in its second edition (2002). John recently received the AIC Sheldon and Caroline Keck Award for teaching excellence. One of his students, best summarizes that "John Krill epitomizes that rare mixture of talent, passion, and intellect governed by integrity and authentic love for the field."