

Program Information

Winterthur/University of Delaware
Program in Art Conservation

2017-2018

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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, Joyce Hill Stoner, and Vicki Cassman | 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 \$1,500 | 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. | |
| University of Delaware Graduate and Professional Education Office | continual | c/o Carol Steinbrecher cbstein@udel.edu | Collection-based research for graduate students | For travel to historic sites and museums to study collections and to utilize library and archival holdings | Up to \$300 | X | X | X | 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 | Lauren Fair (Chair) Melissa Tedone, Catherine Matsen | 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 3 rd 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. More than one application per student can be submitted, provided the total received does not exceed \$300 per academic year. Leftover funds do not carry over from year to year. One exception is that summer work project support can be provided over two consecutive years (totaling \$600), but proposals must be submitted prior to June 30th.

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 | WUDPAC Prof. Dev. support requested | Additional funds amount | 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.

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 and funding is very limited.

Applications to this fund will be reviewed by the directors of both Winterthur/UD programs and the director(s) of the Center for Material Culture Studies at UD.

Preference will be given to:

- Students in the second year of their program or more advanced in 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. Submit this form to Laura Olds Schmidt, Administrative Assistant, Winterthur Program in American Material Culture los@udel.edu. Please cc Susan Behrens brehens@udel.edu on the e-mail.

Please be sure to supply *all* the requested information. You may submit your application to at any time, but before travel begins. Allow at least three weeks for consideration of the proposal.

SOWF Professional Development Grant Application

Winterthur/University of Delaware Program in Art Conservation

Winterthur Program in Early American Culture

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 in detail of proposed activity to your career development:

Proposed Budget:

Registration _____

Travel _____

Housing/Per Diem _____

Supplies (film, etc.) _____

Fees _____

Total _____

Funds Requested (\$500 Max.) _____

Other funding sources solicited:

Please send completed form to Laura Olds Schmidt los@udel.edu and Susan Behrens, behrens@udel.edu

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

Applicant's Name: Kimi Taira
E-mail Address: k.s.taira@gmail.com
Date: August 26, 2013
Project Title: *First Voice* Conference

Description of Proposed Activity:

This year, the North Carolina Preservation Consortium Annual Conference is being held at the University of North Carolina at Chapel Hill on November 1, 2013. It is titled as "First Voice: Collaborative Heritage Preservation with Descendant Communities," which is meant to address the often overlooked voice of those who are making decisions about the preservation of tangible and intangible culture¹. During this day-long conference, seven lectures will discuss work from around the country including community mediators, recorders of refugee history, and conservators.

Significance of Proposed Activity to your Career Development:

Supplementing the technical side of conservation education

In conjunction with my concentration in paper and library/archival materials at Winterthur/University of Delaware Program in Art Conservation, I am also actively researching the larger discussions of cultural heritage, policy, and community service. Complementing the scientific and practical training in the program, *First Voice* is the opportunity to scaffold my independent research with attendance to understand the larger conversation on cultural stewardship. I am also hoping to meet peers and professionals who are thinking about their work as an act of social justice. My goal is to learn about pre-existing projects, approaches, and models, so as my career moves forward, I can contribute to these types of projects. Through attending conferences like this, I will have examples to draw from and a network with whom I may collaborate.

I'm particularly excited about attending this conference because I am already familiar with the work of two of the speakers: Glenn Wharton, Clinical Associate Professor at New York University, and Dr. Helaine Silverman, Professor of Anthropology at University of Illinois, Urban-Champaign and Director of Collaborative for Cultural Heritage Management and Policy. Wharton's work is not only meaningful to me personally because of the preservation project he undertook in Hawai'i, but I also am interested in how he presents his conservation project in this context. Dr. Silverman's book *Cultural Heritage and Human Rights* is a collection of essays that have made me reconsider the links between preservation with policy and social justice.

¹ The full conference details are attached as Appendix A, which includes the speaker biographies and abstracts of the presentations.

Imagining America

Attendance to this conference also supports my fellowship with *Imagining America* as a Publically Active Graduate Education (PAGE) Fellow². As of July 2013, I have joined a group of fourteen other fellows from across the country, many who are pursuing their doctorates in the humanities. The core mission is to bridge the gap between higher education with public service and action. The richness of PAGE is rooted in this shared vision as it is articulated through our individual projects and its consistently evolving nature; the power of the fellowship is connecting these diverse disciplines, perspectives, and communities through the fellows. While my immediate studies in paper conservation can contribute technically to my cohorts, this fellowship is catalyzing my independent education on intangible heritage, policy with regard to cultural heritage, and conservation ethics.

As a part of the granted fellowship, each member is asked to give a 2-hour seminar over the course of the academic year. Because of the nature of *First Voice*, I believe that questions and topics from these lectures could be included in the seminar that I will be organizing for PAGE. I am the only participant from art conservation this year, so I hope to take this opportunity to talk about conservation, but also relate broader issues where I may be able to promote discussion based on their expertise. Since I will be hearing from professionals from library science, anthropology, and community organizers, I hope to become more familiar with the concerns of their field and take note of the overlap with conservation in order to enrich the dialogue within my cohort.

² More details and the history of Imagining America: <http://www.imaginingamerica.org/>

Projected Budget

| Item | Descriptions and Calculations | Total Estimated Costs | WUDPAC Prof. Dev. Support requested | Additional funds amount | Source of non-WUDPAC Prof. Dev. Funds |
|-------------------------------|--|------------------------------|--|--------------------------------|--|
| Air travel | Round-trip from PHL to RDU | \$277.80 ³ | \$277.80 | - | - |
| Ground travel | RDU to University of North Carolina, Chapel Hill | - | - | - | - |
| Lodging | Graduate Apartment Accommodations | - | - | - | - |
| Registration Fees | Graduate Student, early bird rate ⁴ | \$40.00 | \$40.00 | - | - |
| | | | | | |
| Total Project Expenses | | | \$317.80 | | |
| Total Requested Funds | | | \$300.00 | | |
| Funds out of pocket | | | \$17.80 | | |

To minimize costs in attending the conference, I have made arrangements with a colleague for lodging and ground travel accommodations.

³ Pricing as of September 10, 2013; routes are based on Philadelphia to Raleigh-Durham International Airport. Please see Appendix B.

⁴ Early Bird rate is available if registered before October 1, 2013.

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.

Mae and Bob Carter Professional Development Awards
for students in the Art Conservation Department at the University of Delaware

Grants up to \$1000 per student 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 professional conferencesⁱ, and to see art and artifacts in their cultural context. Applicants are eligible for only one award during their enrollment.

To apply for funding, a two-page project description that outlines the proposed activities, goals and anticipated outcome should be submitted to the Mae and Bob Carter Award Committee* and Susan Behrens. Application deadlines are April 1 and October 1 annually. A detailed budget must be included. Funds can be used to support travel, housing, and registration fees only. A final report should be submitted to the program office within two weeks following completion of the award activity.

*2016 Mae and Bob Carter Award Committee: Debra Hess Norris (Chair), Joyce Hill Stoner, and Vicki Cassman

ⁱ Note students who are participating in professional conferences (presentation, panels, or poster submissions) must first apply for professional development grants from the UD Office of Graduate and Professional Education.

**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, and a resume. 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: Vicki Cassman at vcassmann@udel.edu

Donations to either fund would be most welcome and should be sent to:
University of Delaware, c/o Ginny Greene, 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

MEMORANDUM

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 completely 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 AND 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 properly acknowledged and permission to publish analytical data must be obtained 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.

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 laboratory¹, studio, all areas where there are accessioned² or registered³ 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 5° 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 | <u>(1,475.00)</u> |
| Taxable Income 2015 | <u>\$ 14,080.55</u> |

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 | (<u>166.70</u>) |
| Calculate federal tax on | <u>\$1,241.36</u> |

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.

$$(\$1,241.36 - \$480.00) \times 15\% \text{ or } \$761.36 \times 15\% + \$38.40$$

$$(\$114.20 + \$38.40) = \mathbf{\$152.60}$$

State Taxes:

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

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.)

Core, Reference, and Specialty Specific Libraries Recommended for Fellows in the Winterthur/University of Delaware Program in Art Conservation

General Conservation Books for all Fellows

| Author | Title |
|-----------------------------------|--|
| Ashley-Smith, J | <u>Risk Assessment</u> |
| Baldwin, Gordon | <u>Looking at Photographs: A Guide to Technical Terms</u> |
| Bomford, David | <u>Conservation of Paintings</u> |
| Brill, Thomas | <u>Light Its Interactions with Art and Antiquities</u> |
| Bromelle, N (IIC Paris Cong 1984) | <u>Adhesives and Consolidants</u> |
| Buys and Oakley | <u>Conservation and Restoration of Ceramics</u> |
| Dawson, Carr & Mark Leonard | <u>Looking at Paintings: A Guide to Technical Terms</u> |
| Derrick, Michelle | <u>Infrared Spectroscopy in Conservation</u> |
| Dorge, Valerie and Sharon Jones | <u>Building an Emergency Plan</u> |
| Ellis, Margaret Holben | <u>The Care of Prints and Drawings</u> |
| Feller, et. Al | <u>On Picture Varnishes and Their Solvents</u> |
| Feller, Robert | <u>Accelerated Aging: Photochemical and Thermal Effects</u> |
| Florian, Mary-Lou, | |
| Kronkright/Norton | <u>The Conservation of Artifacts Made from Plant Materials</u> |
| Gaskell, Philip | <u>A New Introduction to Bibliography</u> |
| Getty Conservation Institute | <u>Matte Paint: Its History and Technology</u> |
| Hoadley, R.B. | <u>Understanding Wood: A Craftsman Guide to Wood Tech.</u> |
| Hoadley, R.B. | <u>Identifying Wood</u> |
| Horie, C.V. | <u>Materials for Conservation</u> |
| Kirsh, Andrea & Rustin Levenson | <u>Seeing Through Paintings</u> |
| Krill, John | <u>English Artists' Papers: Renaissance to Regency</u> |
| Newman, Taft & Mayer | <u>The Science of Paintings</u> |
| *Ogden, Sheryl ed. (NEDCC) | <u>Preservation of Library and Archival Materials</u> |
| Penny, Nicholas | <u>Frames</u> |
| Pinniger, D | <u>Pest Management in Museums</u> |
| Quye, Anita | <u>Plastics: Collecting and Conserving</u> |
| *Reilly, James | <u>Care and Identification of 19th-Century Photographic Prints</u> |
| Rivers, Shayne and Nick Umney | <u>Conservation of Furniture</u> |
| *Rose, C.I. and A.R. de Torres | <u>Storage of Natural History Collections</u> |
| Schaeffer, Terry | <u>Effects of Light on Materials in Collections</u> |
| Scott, David | <u>Metallography and Microstructure of Ancient/Historic Metals</u> |
| *Stanley Price, Talley & Vaccaro | <u>Readings in Conservation: Historical and Philosophical Perspectives</u> |
| Stulik, Dusan et al | <u>Solvent Gels for the Cleaning of Works of Art</u> |
| Thomson, G. | <u>The Museum Environment</u> |
| Timar-Balazsy/Eastop ed | <u>Chemical Principles of Textile Conservation</u> |
| Trench, Lucy | <u>Materials and Techniques in the Decorative Arts</u> |
| Wolbers, Richard | <u>Cleaning Painted Surfaces</u> |

General Reference Books for all Fellows

| Author | Title |
|----------------------------------|---|
| Cassell's | <u>Language Dictionaries (2)</u> |
| *Feller, Roy, Fitzhugh, Eds. | <u>Artists' Pigments Vols 1, 2, and 3</u> |
| Florian, Mary-Lou | <u>Heritage Eaters: Insects & Fungi in Heritage Collections</u> |
| Gettens, R.J and George L. Stout | <u>Painting Materials</u> |
| Harley, R. | <u>Artists' Pigments</u> |
| Hawley | <u>Condensed Chemical Dictionary (4th Ed)</u> |
| *Heaver, Melissa M | <u>Housekeeping for Historic Homes & House Museums</u> |
| Mills & White | <u>The Organic Chemistry of Museum Objects</u> |
| Nassau, Kurt | <u>The Physics and Chemistry of Color</u> |
| NPS, Harpers Ferry | <u>Exhibition Conservation Guidelines (CD-ROM)</u> |
| Odegaard, Carroll & Zimmt | <u>Material Characterization Tests of Art & Archaeology</u> |
| *Richards, M. & Mecklenburg | <u>Art in Transit</u> |
| Rossol, Monona | <u>The Artist's Complete Health and Safety Guide</u> |
| Schwedt, George | <u>The Essential Guide to Analytical Chemistry</u> |
| Skiest, I. | <u>Handbook of Adhesives</u> |
| Tétreault, Jean | <u>Airborne Pollutants in Museums, Galleries, and Archives</u> |
| University of Chicago | <u>Chicago Manual of Style</u> |
| Wilcox, Michael | <u>The Wilcox Guide to the Best Watercolor Paints</u> |
| Williamson & Cummins | <u>Light and Color in Nature and Art</u> |
| | <u>Merck Index</u> |
| | <u>CRC Handbook of Chemistry and Physics</u> |

Gutmann Foundation Proposal for Discipline-Specific Student Libraries

Photograph Conservation Books for Majors

| Author | Title |
|---------------------|--|
| AIC/PMG | <u>Topics in Photograph Conservation (9 volumes)</u> |
| AIC/PMG Catalogues | <u>Inpainting and Cased Objects (2 chapters)</u> |
| Barger & White | <u>The Daguerreotype-19th C. Technology</u> |
| Clark, Susie | <u>Care of Photographic, Moving Images, & Sound Collections</u> |
| Coe, Brian | <u>A Guide to Early Photographic Processes</u> |
| Crawford, William | <u>The Keepers of Light</u> |
| Haist, Grant | <u>Modern Photographic Processing</u> |
| Hendricks, Klaus | <u>Fundamentals of Photographic Conservation</u> |
| IPI (Reilly) | <u>IPI Storage Guide for Acetate Film</u> |
| Lavedrine, Bertrand | <u>Guide to the Preventive Conservation of Photo Collections</u> |
| Moors (ed) | <u>The Imperfect Image: Photographs Their Past, Present & Future</u> |
| Nadeau, Luis | <u>Encyclopedia of Photography</u> |
| Nadeau, Luis | <u>Encyclopedia of Printing, Photographic, and Photomechanical Processes</u> |

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|----------------|---|
| Neblette | <u>Imaging Processes and materials (1997)</u> |
| Newhall | <u>History of Photography</u> |
| Ware, Mike | <u>Cyanotype: The History, Science & Art</u> |
| Ware, Mike | <u>Mechanism of Image Deter. In Early Photographs</u> |
| Wilhelm, Henry | <u>Permanence & Care of Color Photographs</u> |
| AIC-PMG | <u>Photographic Materials Conservation Catalog. Washington: AIC</u> |

Paintings Conservation Books for Majors

| | |
|------------------------------------|--|
| Berger, Gustav | <u>Conservation of Paintings: Research & Innovations</u> |
| Bomford, David | <u>Art in the Making: Italian Painting Before 1400 NGA</u> |
| Bomford, David | <u>Art in the Making: Rembrandt NGA</u> |
| Bomford, David | <u>Art in the Making: Impressionism (NGA)</u> |
| Bomford, David | <u>Underdrawings in Renaissance Paintings</u> |
| Bomford, David and Mark Leonard | <u>GCI Readings in Conservation: Issues in the Conservation of Paintings</u> |
| Carlyle, Leslie | <u>The Artist's Assistant</u> |
| Cennini, Cennino | <u>The Craftsman's Handbook</u> |
| Crook, Jo and Tom Learner | <u>The Impact of Modern Paints</u> |
| Getty Conservation Institute | <u>Historical Ptgs Techniques, Materials, & Studio Practice</u> |
| Getty Conservation Institute | <u>Painted Wood: History and Conservation</u> |
| Hackney, Stephen; Jones & Townsend | <u>Paint and Purpose: A Study of Technique in British Art</u> |
| Hedley, Gerry | <u>Measured Opinions</u> |
| Hermes, Erma et al. | <u>Looking Through Paintings</u> |
| IIC | <u>Painting Techniques, History, Materials & Studio Practice</u> |
| J.Paul Getty Museum | <u>The Structural Conservation of Panel Paintings</u> |
| Limburg Conservation Institute | <u>Early Italian Paintings Techniques and Analysis</u> |
| McKim-Smith, Anderson, Newman | <u>Examining Velasquez</u> |
| Mora, Paola & Laura, Philippot | <u>Conservation of Wall Paintings</u> |
| Niolaus, Knut | <u>The Restoration of Paintings</u> |
| Ruhemann, Helmut | <u>The Cleaning of Pictures</u> |
| Sitwell & Staniforth | <u>Studies in the History of Painting Restoration</u> |
| Townsend, Joyce | <u>Turner's Paintings Techniques</u> |
| UKIC | <u>Appearance, Opinion, Change: Evl Looks of Paintings</u> |
| van de Wetering, Ernst | <u>Rembrandt: The Painter at Work</u> |

Paper Conservation Books for Majors

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|---------------------------|--|
| AIC/BPG | <u>Paper Conservation Catalogue (ed 1-9)</u> |
| Feller, Robert | <u>Evaluation of Cellulose Ethers for Conservation</u> |
| Gascoigne, Bamber | <u>How to Identify Prints</u> |
| Griffiths, Antony | <u>Prints and Printmaking</u> |
| Hunter, Dard | <u>Papermaking: The History and Techs of Ancient Craft</u> |
| James, Carlos | <u>Old Master Prints and Drawings: Guide to Preservation</u> |
| Richmond, Alison (ed) IPC | <u>Modern Works-Modern Problems?</u> |

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|-----------------------------|--|
| Watrous, James | <u>The Craft of Old-Master Drawings</u> |
| Slavin, John et al. (ed) | <u>Looking at Paper: Evidence and Interpretation</u> |
| (see attached bibliography) | books on paper analysis, art history, library/archives |

Organic and Inorganic Objects Conservation Books for Majors

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|---|--|
| American Indian Rep. Foundation | <u>A Native American Repatriation Guide</u> |
| Barclay, Bergeron and Dignard | <u>Mount-making for Museum Objects</u> |
| Barclay, Dignard and Schlichting | <u>The Gentle Art of Applied Pressure</u> |
| Bromelle, Pye. Smith and Thomson (eds) | <u>Adhesives and Consolidants</u> |
| Carter, D and A.K. Walker | <u>Care and Conservation of Natural History Collections</u> |
| Catling, D and Grayson | <u>Identification of Vegetable Fibers</u> |
| Cronyn, J.M. | <u>The Elements of Archeological Conservation</u> |
| Dorge, V. and F.C. Howlett (eds) | <u>Painted Wood: History and Conservation</u> |
| Espinoza, E and M.J. Mann | <u>Identification Guide for Ivory and Ivory Substitutes</u> |
| Grattan, David (ed) | <u>Saving the 20th Century: Conservation of Modern Materials</u> |
| MacGregor, A | <u>Bone, Antler, Ivory, and Horn</u> |
| Morgan, J | <u>Conservation of Plastics</u> |
| Newton, R. and S. Davison | <u>Conservation of Glass</u> |
| Pearson, C. (ed) | <u>Conservation of Marine Archaeological Objects</u> |
| Scott, D., J. Podany & B. Considine (eds) | <u>Ancient and Historic Metals</u> |
| Sease, C. | <u>A Conservation Manual for the Field Archaeologist</u> |
| Starling, K | <u>Archeological Bone, Antler, and Ivory</u> |
| Weisser, Terry (ed) | <u>Gilded Metals</u> |

Textile Conservation Books for Majors

| | |
|------------------------------|---|
| Emery, Irene | <u>The Primary Structure of Fabrics</u> |
| Burnham, Dorothy | <u>Warp & Weft: A Dictionary of Textile Terms</u> |
| Flury-Lemberg | <u>Textile Conservation and Research</u> |
| Landi, Shelia | <u>The Textile Conservation Manual</u> |
| Hudson, Peyton | <u>Joseph's Introductory Textile Science</u> |
| Textile Institute | <u>Identification of Textile Materials</u> |
| AIC/ Textile Specialty Group | <u>Textile Conservation Catalogue</u> |
| AIC/ Textile Specialty Group | <u>Postprints 1991-1999</u> |
| Brooks, Mary | <u>Textiles Revealed</u> |
| Timar-Balazsy/Eastop | <u>International Perspectives on Textile Conservation</u> |
| Seiler-Baldinger, AnneMarie: | <u>Textiles: A Classification of Techniques</u> |

*Books marked with an asterisk indicates that they are difficult to find.

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!