Procedure

1. Complete this form-fillable report.
2. Submit your signed report to the Chair of the Staff Development Committee not more than 30 days following the project completion date.

<table>
<thead>
<tr>
<th>Grant Applicant</th>
<th>Mariko Kershaw</th>
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| Title of Proposal/Project | Association of Hawaii Archivists  
                          | Practical Stewardship of Collections Conference and Annual Meeting |
| Date of Project         | February 16, 2013       |
| Amount of Grant         | 60                      |

Describe the information, knowledge, skills gained from your project

There were two presentations that were highly informative and relevant to my everyday work:
1) Environmental Monitoring
   The Preservation Management Specialist at UH Manoa discussed how to monitor temperature and humidity, which is very important for maintaining the condition of library materials. She recommended various tools and strategies for monitoring temperature and humidity. Next, the Senior Conservator of Bishop Museum explained how to identify, monitor, and treat pests—a problem all libraries in Hawaii face at one point or another.
2) Conservation of Paper
   This gave practical advice and instructions for the care of paper, which I can use when I perform book repairs.

Describe how you will apply your experience to further the College’s mission to provide quality post-secondary education.

With the knowledge I gained at this conference, I will implement new preservation/conservation procedures and strategies that will improve the conditions for and the condition of library materials. It is imperative that the library provide materials that are in satisfactory condition, in order to support student learning. Stewardship of materials is part of the library’s mission, “Windward Community College Library is committed to providing exemplary services that foster information literacy and enhance teaching and learning, and to developing, organizing and maintaining resources that provide for diverse perspectives and styles of learning.”

Describe how you will share your experience with your office, department, or the faculty/staff at large.

I will share the presentation slides I found most useful with the WCC Library staff, as well as train pertinent library staff when I implement new preservation/conservation procedures and strategies learned from the sessions.

Signature of Grant Applicant  
[Signature]  
Date 3/5/2013

Staff Development Committee’s Actions  
□ Accepted  □ Not Accepted

Chair, Staff Development Committee  
[Signature]  
Date

Created 12/13/12