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A RESOLUTION TO ESTABLISH
TRAINING STANDARDS
AND CERTIFICATION
FOR
CONSERVATORS OF ART ON PAPER

Final draft

August 1972

Preamble

PURPOSE OF THE STANDARDS

1. SOME COMMENTS ON APPRENTICESHIP VS. UNIVERSITY TRAINING FOR THE PRACTICE OF CONSERVATION

There is disagreement among conservators about the relative merits of apprenticeship vs. university training for the practice of conservation. To the extent that there is a consensus, it would seem to be that university training is probably somewhat preferable to apprenticeship because of its presumably more systematic approach and its absence of commercial pressures, but apprenticeship has certain strengths, particularly because of its intensity of actual practice. It may be that in the future all training of conservators will be in universities, but for the time being apprenticeship, if properly organized, offers a legitimate and important means of training conservators in the field of paper conservation.

2. PURPOSE OF THE STANDARDS

A. Irreplaceability of works of art and artifacts on paper

In the broadest sense, every work of art or artifact is irreplaceable. Although this is self-evident for unique items such as drawings, it is also true of prints and artifacts such as posters, playbills, etc.: although there may be other copies extant, there will never be any more copies in existence of a given edition of a given print or related item than exist at this very moment. Indeed, even with the best of conservation treatment, there will be fewer, as inherent vice and disasters take their toll over the centuries. This imposes a very heavy responsibility on those who treat such works.

B. Protection of the client

The proper conservation treatment of works of art or artifacts on paper requires a great deal of specialized knowledge, experience and skill. It is obvious that clients (whether museum officials or private collectors) will not have that broad knowledge and experience in conservation, as it is not their specialty.

Moreover, the damage caused by many aspects of treatment is not immediately obvious. Drastic bleaching or the use of improper adhesives or backing materials are examples of treatments which cause delayed damage, and which are very frequently encountered.

For both these reasons, the conservator's clients must rely almost entirely on the competence and integrity of the conservator to ensure that his objects are being treated properly. And the competence and integrity of a conservator are difficult for the client -- a layman in these matters -- to assess.

Museums, historical societies, libraries and archives, in their understandable haste to do something about their deteriorating collections, often hire unqualified personnel to head new conservation laboratories. If the institution becomes aware that the person is unqualified, they may attempt to arrange for the new person to study briefly with a conservator, without realizing the time necessary for adequate training.

C. Protection of the conservator

Proper conservation treatment -- that is, treatment which places major emphasis on maximum longevity of the object and which assiduously respects the object's integrity -- is usually necessarily expensive. There are many reasons for this. Among them are that the conscientious conservator has spent a great deal of effort, time and money on professional preparation and thus desires reasonable reward for his expertise; proper work must be done carefully and thoughtfully; in order to keep his knowledge and skills up to date, the conservator must attend professional meetings, subscribe to journals, purchase books, and so on.

Thus people who are less than adequately competent or conscientious may either practice restoration at lower prices than ethical practitioners can, or to cut corners on quality (and thus increase their income) in ways that an ethical conservator would not do.

It is also not uncommon for someone to study briefly with a reputable conservator (often at the instigation of an employing institution) or to attend a seminar given by the conservator, and then claim to have been trained by that conservator. Such practice works to the detriment of all concerned.

D. Protection of the trainee

It is self-evident that training for any occupation which contains a manual component must include the actual practice of the manual skills as part of that training. This is recognized in the graduate-level university art conservation programs in that (in addition to the manual practice during the in-school portion of the program) internship is part of the requirements for training.

It is not always so obvious, however, that systematic intellectual training is also an essential part of adequate professional preparation for the practice of art conservation. The field is not so very far away from the days when it was a trade rather than a profession. Conservators and conservation scientists are becoming increasingly aware that the true condition of works of art, and the nature of the factors which influence their well-being, are not always evident to the unaided senses of the practitioner. The importance of the intellectual component of training in conservation is presumably well understood and well covered by the academic programs.

However, it is quite easy for a trainer to skip on the organization and presentation of intellectual background in the apprenticeship training setting.

Thus the apprentice will benefit from having accepted standards by which he can be relatively sure that he is obtaining adequate training, and which will help him to compete with university-training conservators.

3. TYPE OF PERSON FOR WHOM THE STANDARDS ARE INTENDED

In addition to fully-trained and competent conservators of works of

art and artifacts on paper, assistants, matters and preparators are also often an indispensable part of the conservation team. Unfortunately, there are also people engaged in the independent practice of paper conservation who are not fully qualified to do so.

The present standards are designed to establish a relatively objective standard whereby museum officials and collectors may effectively judge who is competent in the independent practice of paper conservation. Independent in this context is meant to imply the ability to head a laboratory, whether institutional or private; to make accurate judgments about the true condition of works of art or historic value; to decide upon and execute proper treatment on a wide variety of materials; to document work done, and to prescribe environmental conditions which will ensure the long life of the work in question.

These standards are not meant to exclude from training by recognized conservators of assistants, matters, preparators, technicians or others who handle works of art on paper under the direction of certified conservators.

4. SUMMARY

The purpose of these standards for training and certification of conservators of art and artifacts on paper is protection; first and foremost, the protection of our heritage of art works and historic materials on paper. Second, they are to protect the client (whether institutional or private) by providing relatively objective standards by which the competence and conscientiousness of the conservator may be assessed. Third, the standards are to protect the competent and conscientious conservator from unethical competition, and from institutions which might use some form of pressure upon the conservator to provide less-than-adequate training. Fourth, they are to protect the trainee from inadequate professional preparation which (unbeknownst to the trainee) could lessen both his competence and his competitive position, particularly vis-a-vis university-trained conservators.

The standards should help to differentiate between the conservator who is capable of working independently, and the technician who should work under the direction of a conservator.

I. The Board of Examiners for the Certification of Paper Conservators

A. Appointment of the initial board

The Board of Examiners for the Certification of Paper Conservators is to be appointed by the Board of Directors of AIC in consultation with the AIC Committee for Paper Conservation. The Board must be appointed within three months after this document has been ratified by the membership of AIC. The entire complement of Board members shall have been appointed, and each member shall have expressed his or her willingness to serve, for this resolution to have effect.

B. Composition of the Board of Examiners

The Board of Examiners shall consist of the following:

Two practicing paper conservators

Two conservators who are not in the paper specialty but who are familiar with the requirements of the field

One conservation chemist familiar with the field of paper conservation

One alternate, a practicing paper conservator. He or she would sit on the Board in the event that a student of one of the regular member paper conservators were under consideration by the Board, and as the delegate of any member temporarily unable to fulfill his or her obligation.

Of the above, at least one shall be a member of the Board of Directors of AIC, and one must be the Chairman of the AIC Professional Relations Committee, or a member of that Committee appointed by its Chairman.

C. Term of office

The term of office of the members of the Board of Examiners shall be three years. The AIC Board of Directors shall appoint two members of the initial Board, one a paper conservator and one not a paper conservator, to two-year terms, to provide for staggered rotation in the future.

D. Perpetuation of the Board

Appointments and reappointments to the Board, to replace the original appointees, are to be made by the Board of Directors of AIC. The Board of Directors should seek the advice of the present Board of Examiners and of the Committee for Paper Conservation. A Board member may serve any number of terms, but they may not be consecutive, in order to insure maximum representation of different viewpoints.

E. Resignations from the Board of Examiners

A member of the Board who wishes to resign must do so in writing to the Board of Directors of AIC. The Board of Directors should appoint a new member within three months of receipt of a letter

of resignation. The activities of the Board of Examiners shall not proceed while there is a vacancy on the Board.

F. Financing the activities of the Board of Examiners

The activities of the Board shall be financed by AIC until other forms of funding are available to supplement or supplant AIC funding. It is assumed that the Board will set a fee for the certifying examination, but this money may need to be supplemented by grants or other forms of funding.

In no case shall any funds become the property of the Board of any members thereof. All funds shall be disbursed through the Treasurer of AIC upon authorization of the Board of Directors.

If the Board of Directors finds that the cost of operating the Board of Examiners exceeds available funds or places an undue burden on the AIC treasury, it may suspend the activities of the Board until such time as sufficient funds become available.

II. Duties of the Board of Examiners

A. Initial duties: The first meeting

The first meeting of the Board of Examiners shall be held within three months of its appointment by the Board of Directors. At this meeting, the following should be undertaken:

1. Election of officers from among the membership of the Board:
 - a. The Chairman, who shall be responsible for calling meetings and presiding over them.
 - b. The Secretary, who shall keep the minutes of meetings of the Board and handle the Board's correspondence.
 - c. The Treasurer, who shall assist the Treasurer of AIC in the financial affairs of the Board of Examiners.
2. Preparation of applications
 - a. The Board shall prepare an application upon which prospective trainers can apply for accreditation.
 - b. The Board shall prepare an application upon which paper conservators may apply for certification under the "established conservator" clause.
 - c. Announcement, through appropriate channels, of the availability of these applications.
3. Consideration of sources of financing the operations of the Board.
4. Any other business which the Board deems appropriate.

B. Subsequent obligations and duties of the Board of Examiners: The first year

During its first year of existence the Board, in addition to those

listed above, has the following primary obligations:

1. Consideration of applicants for trainership

The Board must decide upon criteria for accrediting paper conservators as trainers under the provisions of section IV.B. These criteria are to be in addition to the mandatory requirements set forth in section IV.A.

If an examination is decided upon as a basis for accreditation, the Board shall devise the examination and schedule time(s) and place(s) of administration as soon as feasible.

2. Consideration of applicants for certification under the "established conservator" clause

As early as possible in its first year of existence, and for a period of three years from the date upon which the invitation for applicants was issued, the Board shall consider applicants for certification without examination under the provisions of the "established conservator" clause (section V.A.).

3. The examination for certification as a conservator of artifacts on paper

During the first year of its existence, the Board of Examiners shall devise an examination for certification as a conservator of art and artifacts on paper, as provided for in section V.B.3.

The Board shall notify the membership of AIC that practicing paper conservators who do not qualify for certification under the "established conservator" clause or who do not wish to apply under that clause may apply for certification by examination if they meet the requirements enumerated in section 5.B.1.c.

The first examinations should be offered as soon as possible after the institution of this certification program.

4. The Board shall determine the form of the certificate to be given to certified paper conservators, and shall have a suitable certificate printed, which will be issued promptly to all successful applicants. It is suggested that no distinction be made in the certificate between those certified by examination and those admitted to certification under the "established conservator" clause.

5. During the first year of existence, the Board of Examiners shall conduct any other business which it deems appropriate, including any items enumerated in Section C (below) which time permits.

C. Duties of the Board of Examiners: The second year and thereafter:

Once the obligations cited above are met, the Board should consider the following:

1. The Board of Examiners is obligated to follow the mandate on trainees outlined in section VI.B. of this proposal.
It must also:
 - a. Determine the method by which the trainer is to register trainees with the Board. It is suggested that this be done with a standard form to be drawn up by the Board.
 - b. Require trainers registered with the Board to register those trainees or assistants who have indicated the intention of seeking certification.
 - c. Determine to what extent, if any, it is feasible for the Board to monitor the progress of trainees, and to implement any plan adopted.
 - d. Determine to what extent, if any, the Board should become involved in business arrangements between trainers and trainees, such as contractual relationships, remuneration, and insurance.

NOTE: It is the feeling of the drafters of this document that although possibilities for exploitation do exist, the business relationship between trainer and trainee should not be considered within the purview of the Board, because of possible legal implications and because of the fundamental differences which obtain between private and institutional situations. (See also section VI.B.4.b.)

2. The Board of Examiners shall devise mechanisms for re-examination of those applicants who fail the examination the first time, and for appeal for applicants who contend that they have been unfairly treated.
 3. The Board shall appoint a committee of practicing paper conservators to create and to revise periodically a minimum reading list as part of the apprentice training program.
 4. The Board shall, if it deems it appropriate, survey and publish a list of academic institutions, libraries, museums and other institutions which presently offer courses, seminars and the like which may supplement some of the apprentice training. It is recommended that this list be revised and republished from time to time, keeping it current.
- D. The Board of Examiners shall formulate policy to deal with the numerous questions which will arise as these standards are established and put into effect. Any procedure initiated by the Board may be revised by the Board at any time the Board deems such revision desirable, but the provisions of this resolution may be amended only by the Board of Directors of AIC (see section III.D.).
- E. Summary of continuing duties and obligations of the Board of Examiners

1. Certification

- a. The Board shall certify qualified trainers of unbound art objects and artifacts on paper.
- b. The Board shall, for a period of three years, certify recognized conservators of paper artifacts under the provisions of the "established conservator" clause.
- c. The Board shall, for a period of three years, examine and certify practicing paper conservators who do not qualify under the "established conservator" clause.
- d. The Board shall examine and certify qualified graduates of academic conservation training programs and of the apprenticeship training program described in this document.

2. Apprenticeship training program

- a. The Board shall register trainees who wish to work for certification.
- b. The Board shall provide a reading list for trainees.
- c. The Board shall see that the educational requirements for trainees outlined in section V.B. are met to the extent that the Board deems feasible.
- d. The Board shall advise interested prospective trainees of available apprenticeships.

3. Since the primary function of this certification program is raising the standard of professionalism in a field in which the survival of cultural artifacts is at stake, part of the Board's obligation is to make as widely known as possible its activities in whatever ways are appropriate, including publication of these standards, and of lists of certified trainers and certified conservators. The list of certified conservators should be made available in a form which institutions may easily distribute to those who seek referral to competent conservators. The Board shall particularly encourage institutions to hire only certified conservators for key positions.

III. Provisions for Review of the Certification Program

A. Discretionary review by the Board of Directors of AIC

The Board of Directors of AIC may at any time and at its discretion review the activities of the certification program and the Board of Examiners.

B. Compulsory quinquennial review

1. After the first three years of the existence of this certification program, the Board of Directors of AIC must appoint a review committee. The review committee's duties shall be to report to AIC as a whole on all activities of the Board of Examiners and to suggest any changes it feels are desirable.
2. Thereafter, at five year intervals, the Board of Directors of AIC shall appoint an ad hoc review committee to review the certification program as described in III.B.1. (above).

C. Reports to the membership of AIC

In each year in which a formal review is not scheduled, the Chairman of the Board of Examiners must report to the membership of AIC on the Board's activities.

D. Amendments to this resolution

The provisions of this resolution, once it has been ratified by the members of AIC, may be amended only by the Board of Directors of AIC. It is assumed that recommendations for amendment will usually come from the Board of Examiners.

IV. Accreditation of Trainers

If a practicing paper conservator desires to be an accredited trainer under this program he or she may apply to the Board of Examiners using the form prepared by the Board for this purpose.

A. Mandatory requirements for accreditation as trainer

To qualify for accreditation as a trainer, the candidate must present the following minimum qualifications:

1. The candidate must have ten years of full-time experience in conservation, including the training period, or the equivalent of ten years of full-time experience if experience has been part-time. At least six of these years must have been spent specializing in the conservation of artifacts on paper. For these purposes, specialization shall be defined as spending at least 75% of one's time in that area.
2. The candidate must have specialized (within the field of paper conservation) in the treatment of unbound objects, or have considerable experience in the conservation of such objects. In the case of book conservators desiring to train specialists in unbound paper artifacts, the Board should decide who, if anyone, is qualified.
3. The candidate must be a Fellow of the International Institute for Conservation of Historical and Artistic Works, or provide letters of recommendation from three Fellows of IIC who are paper conservators.
4. The candidate must be an individual member in good standing of AIC.

B. Selection of trainers (see also section II.B.1.)

1. Given fulfillment of the mandatory requirements listed above, the Board has discretion in accreditation of trainers. It may accept the candidate outright, or explore the candidate's qualifications further as outlined below. However, whatever criteria are determined by the Board must, in the interest of fairness, be applied consistently.

2. The Board of Examiners may employ any of the following means, or any other reasonable means, in determining whether a candidate may be accredited as a trainer:
 - a. Examination of the candidate in any manner that the Board sees fit. If an examination is considered desirable by the Board, it should be administered to all candidates alike.
 - b. A visit to the candidate's studio or laboratory by at least three members of the Board.
 - c. Testimony of colleagues, clients, curators, or former students, if any.
 - d. Verification of data given in application.
 - e. Exploration of evidence that the candidate keeps up to date through maintaining colleague contacts, attending meetings, courses, and seminars, reviews of current literature, etc.
3. Successful candidates are to be promptly notified of their accreditation, and are to be issued a certificate of accreditation.
4. Trainer certification shall be valid for a period of eight years from the date of issuance. Certification may be renewed for five year periods thereafter.
5. A list of accredited trainers is to be promptly published, and updated as required by the accreditation of new trainers.

V. Certification of Conservators of Unbound Art and Artifacts on Paper

Certification of paper conservators shall be either by examination or, for a limited period of time, by provision of a so-called "grandfather clause," herein referred to as the "established conservator" clause.

A. Certification under the "established conservator" clause

Certain practicing paper conservators may attain certification without examination by application to the Board on the form prepared by the Board for this purpose.

1. Mandatory requirements for certification under the "established conservator" clause:
 - a. Six years of experience (full-time), including the training period, or the equivalent of six years full-time experience in part-time experience. At least four of these years must have been spent specializing in the conservation of artifacts on paper.
 - b. Specialization within the paper field in the conservation of unbound objects or considerable experience treating such objects. In the case of book conservators desiring certification as conservators of unbound artifacts on paper, the Board shall decide who, if anyone, is qualified.
 - c. Fellowship in IIC or letters of recommendation from three Fellows of IIC who are paper conservators.
 - d. Individual membership in good standing in AIC.

2. Selection of candidates

The Board shall consider for certification under the "established conservator" clause applicants who have met the mandatory requirements in section V.A.1. Such applicants who are otherwise acceptable to the Board shall be declared certified.

The Board of Examiners shall have absolute discretion in certifying conservators without examination under the provisions of this section, but the Board must decline to certify anyone who meets the mandatory requirements only with the greatest possible caution, at risk of invalidating the intent of the "established conservator" clause.

Successful applicants are to be promptly notified of their certification, and a list of certified conservators is to be promptly published, and updated as required by the certification of additional conservators.

Unsuccessful applicants are to be promptly notified and if eligible, invited to take the certifying examination.

3. Period of applicability of "established conservator" clause

- a. The Board of Examiners shall certify qualified conservators under this established conservator clause for a period of three years from the date upon which the Board first invites applications, which the Board is obliged to do at its first meeting.
- b. After the three-year period described above, all certification will be by examination.

B. Certification by examination

1. Categories of candidates for certification by examination:

- a. Graduates of the apprenticeship training program outlined in section VI.B. of this document.
- b. Graduates of recognized academic training programs in the conservation of art and artifacts. It is suggested that new graduates take the examination only if their officers of instruction indicate that they have received sufficient training in paper conservation, which would imply that, as a minimum, their internship was in the paper field.
- c. Persons already practicing in the field at the time that these standards are adopted.
 - i. Such persons must have the following minimum qualifications:
 - (a) At least 48 months full-time work in conservation (or its part-time equivalent), including the training period.
 - (b) Of this period, at least 30 months must have been spent treating artifacts on paper.
 - ii. Persons in this category must take the examination within three years from the time that it is first offered.
- d. After three years, only in rare and exceptional circumstances will anyone but graduates of recognized academic conserva-

tion programs or of the apprenticeship training program which is under the aegis of the Board of Examiners be eligible for the examination.

- e. Conservators of art and artifacts on paper who have trained outside the United States may submit to the Board of Examiners evidence that their training is the equivalent of that described in their standards. If the Board finds that this is the case, the candidate shall be eligible to take the certifying examination.

2. Membership in AIC

All candidates for certification must be members in good standing as individuals (not delegates of institutional members) of AIC.

3. The examination

- a. The Board of Examiners shall develop a standard examination which shall be uniform for all candidates for certification. The examination may be written, oral, or practical, or (most likely) some combination of these, as the Board sees fit. The Board may wish to alter the examination from time to time as (1) the Board gains experience in the effectiveness of the examination, (2) new knowledge becomes available which should be reflected in the knowledge of the applicants, and (3) for security. However, the general level of the examination should remain as consistent as possible to eliminate any sort of discrimination or appearance of discrimination against any group or individual.
- b. At least three members of the Board of Examiners must be present at the examination of all candidates, but it is considered highly desirable for the full Board to be present.
- c. In the event that the candidate is a student of one of the paper conservator members of the Board, the alternate will sit on the Board for the examination of that student.
- d. In case of failure, the candidate may repeat the examination after a period of not less than one year. If he or she fails again, the examination may be repeated again only at the discretion of the Board.
- e. The Board shall determine times and places of administration of the examination. It is suggested that the examination normally be given at the time and in the place of the AIC Annual Meeting in order to minimize travel time and cost for all concerned. Other arrangements may be appropriate at certain times, however. Examinations should be scheduled no less frequently than once a year if there are any candidates, to minimize the time required to achieve certification once other requirements have been met.
- f. The Board shall determine a practical and discreet means to notify the examinee of the results of his or her examination.

- g. The Board shall determine the amount of the examination fee, if any.

VI. Training

A. Training in academic programs.

Training in one of the recognized graduate academic art conservation training programs is accepted as one means by which applicants may prepare themselves for certification by examination under this program. It is assumed that the candidate will have taken his or her internship in a paper conservation laboratory.

It is not felt that it is appropriate for the drafters of these standards nor the Board of Examiners to involve themselves at this time with the standards or the curricula of the formal schools. However, the drafters suggest that the Board of Examiners urge the Board of Directors of AIC to study the question of accreditation or formal recognition of academic programs in art conservation.

B. Training by apprenticeship.

1. Length of the training program

Before he can take the certifying examination, the trainee is expected to work under supervision in the conservation field for a specified period of time.

The normal time shall be 40 to 48 months full-time work (or its part-time equivalent) not including vacations and other time off.

While all 40 to 48 months are to be spent working in the conservation field, at least 30 of these months must be spent treating unbound objects on paper under the guidance of an accredited trainer or trainers.

At the discretion of the trainer, the final months of the total training period could be a phasing out period during which the trainee works more on his own than in a strictly supervised atmosphere. He shall, however, work in the laboratory or studio of the trainer.

The amount of time, a minimum of 40 months, can be reduced in the case of exceptional students (with the permission of the trainer) and in the case of those students who have had previous experience (formal conservation courses, bookbinding, etc.) The amount of credit given for previous experience shall not exceed the amount of time spent in gaining that experience -- i.e. a one-month course in the chemistry of conservation shall not count for more than one month's credit. During the trainee's first year, the trainer in consultation with the Board of Examiners shall decide how much prior credit the trainee has earned.

This information shall be retained by both the Board and the trainer.

More important than the actual months spent training is that no student should sit for the examination until he or she has had the experience to treat works of art on paper without constant supervision. The person's judgment is the most important criterion, not his or her ability to execute all techniques perfectly, which may take years to develop.

2. Requirements for prospective trainees

Candidates for training should be able to present:

- a. At least two recent character references. These must attest to the candidate's ability to do ethical work and an aptitude or abilities congenial to this particular field.
- b. Previous training at the college level in two of the following: history of art, studio art, and science, especially chemistry and physics. The candidate should have a firm background in one of these fields, and he or she should accept the requirement of supplementing any lack of knowledge in the third field by additional studies as needed.

3. Educational requirements to be met during the training period

The four years of training should include the following:

- a. Acquisition of knowledge and skills necessary to deal with a great variety of problems encountered by the paper conservator. The trainee must become experienced in handling a wide range of papers and boards including such specialized types as Oriental mulberry paper, tracing and tissue papers, and newsprint. He or she must know about paper manufacture and its history, paper chemistry, the types of sizes and fillers, and a very great range of media including pastel and chalks, crayon, oil, gouache and watercolor, and the large number of writing inks. He or she must know about the various printing media and techniques. By the end of his training period the trainee must be able to conduct a comprehensive examination of a work of art including identification of materials, write a competent report, make recommendations, and carry out a treatment. He or she must be able to record photographically. And he or she should be familiar enough with general principles of preservation to give advice on the housing and care of those related objects which are often brought to a paper conservator, for example: photographs; works of art or documents on parchment or vellum, papyrus or silk supports; collage on canvas (often involving oil media); and Oriental works of art on paper or silk supports.
- b. Thorough exposure to the literature of the field. A minimum reading list, to be revised periodically, should be drawn

up by a committee of practicing paper conservators appointed by the Board of Examiners.

- c. Experience doing a research project on materials or techniques. This need not be a project of the type that requires elaborate equipment.
- d. Whenever possible, training in more than one conservation studio or laboratory. The emphasis of these studios should complement each other so that the trainee is exposed to a greater variety of conservation problems than he or she would be in a single studio. It would be valuable for the trainee to spend part of his or her time in a laboratory where personnel, equipment and funds are available for the carrying out of a relatively sophisticated research project.

4. Obligations of trainer and trainee

- a. The candidate should agree to remain in training until his or her level of knowledge and skill is sufficient to qualify him or her for the certifying examination. The trainer must make it clear to the candidate for training that if the latter does not complete his or her apprenticeship, he or she will not be eligible for the certifying examination, nor would the trainer(s) be able to recommend the trainee until he or she has completed the prescribed apprenticeship.
- b. Until such time as the Board of Examiners, with the approval of the Board of Directors of AIC, deems otherwise, legal arrangements, such as contracts, remuneration and insurance, shall be considered to be the private province of trainer and trainee.

5. Registration of trainees

Once the Board of Examiners has determined a standard of registering trainees, each trainer must register any trainees who wish to work toward certification, including the date of initiation of training, with the Board. The registration can be delayed for several weeks or a month or two until the trainee ascertains that he or she does indeed wish to enter the field, and the trainer has determined that the trainee has the requisite aptitude.

If the trainee should drop out of the training program, the Board should be notified.

6. Transfer of trainees

If trainee and trainer prove to be incompatible; if the trainee wishes to broaden his or her experience by working in a different laboratory, or if personal reasons (such as relocation of spouse) dictate a change of trainer, this change may be done with the agreement of all concerned. In such cases, the Board shall be notified in writing as soon as possible.