10 Things to Consider When Starting A Collections Inventory
1. Setting Up a Timeline
Estimate. Then Double!

- Consider all factors
- Give your best estimate
- Then double it!

For instance...
- Cataloging one room
- Enlisting 10 volunteers
- Purchasing supplies for 6 months
What Supplies?

● THE OBVIOUS
  ○ Archival boxes
  ○ Rehousing supplies
  ○ Shelving

● THE NOT-SO-OBVIOUS
  ○ Record-keeping materials
  ○ Artifact tags
  ○ Color printing
  ○ Paying your interns
2. Collections Management Policies
What you have
Collections Scope & Collecting Strategy

What you do with it
Roles & Responsibilities, Access, Loans

How you handle it
Acquisition policies, Recordkeeping, Insurance, Deaccessioning, Ethics
3. Building a Volunteer Base
What Worked

- **HOSTING A KICK-OFF**
  ○ Starting a “cohort” at one time = sense of team

- **TIMING IT RIGHT**
  ○ End of year = Generosity of time and money

- **INTERNSHIPS**
  ○ Look for school partners
  ○ Post on job boards
What Didn’t

- ROPING IN VISITORS
  - 3-4 visitor-to-volunteer in almost 2 years

- POSTING ON JOB BOARDS
  - Applicants don’t seem to stick around long-term
4.

Setting up a Database
● How is your data currently stored?

● What type of material do you have?

● Metadata standards & controlled vocabularies
5. Registration and Numbering
To Reassign, or Not to Reassign

THINGS TO CONSIDER

- How consistent are existing numbers?
- Do you have existing database records?
- What do your records look like?
- Are you facing a huge accessioning process?
- How big is your collection?
- Will your system make sense in 20 years?
What’s in a Number?

- **THINGS TO CONSIDER**
  - How big is your collection?
  - Does it have distinct, unchanging categories?
  - How many people will be numbering?
  - Can you keep each number unique?
  - Will your system make sense in 20 years?

- **ANATOMY OF AN HHM NUMBER**
  - **2018.0911.001**
    - date
    - unique identifier
6.

Entering Records
### Cataloging items in the Archives Catalog

*Unpublished records; these may be institutional records.*

**Collection [Required]:**
- Authority file (F7): name of collection
- Selections include: ASI Internal, Organizational, Photograph Collection, Music, Memo, etc.
- Do not add terms to the authority file.

**Object ID [Required]:**
- Current format: M-#### or PC
  - M refers to manuscript, not all
  - PC refers to Photograph Collection
- If Object ID is missing or inaccurate, it may be included.

**Object Name [Required]:**
- Authority File / Nomenclature 3.0 for Name
- Do not add terms to the lexicon
- Most archival records will fall under: "Nils Gunnarsson"
  - Correspondence
  - Memorabilia
  - Photograph Collection

### Metadata Standards

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gunarson, N.</td>
<td>Person</td>
</tr>
<tr>
<td>Gunarson, Olaf</td>
<td>Person</td>
</tr>
<tr>
<td>Gunarsson, Peter</td>
<td>Person</td>
</tr>
<tr>
<td>Gunarsson, S. O.</td>
<td>Person</td>
</tr>
<tr>
<td>Gunnarson, Sven (1909-1985)</td>
<td>Person</td>
</tr>
<tr>
<td>Gunnarson Peder, 1936 - 1969</td>
<td>Person</td>
</tr>
<tr>
<td>Gunnarsson, O., 1918-</td>
<td>Person</td>
</tr>
<tr>
<td>Nils Gunnarsson</td>
<td>Person</td>
</tr>
<tr>
<td>Urban Gunnarsson</td>
<td>Person</td>
</tr>
</tbody>
</table>

### Controlled Vocabularies

- The Getty Thesaurus of Geographic Names (TGN)
  - Thesaurus or Dictionary? TGN is a structured vocabulary, including names, descriptions, and other metadata for geographic places.
  - It may be linked to GIS, maps, and other geographic resources.

- The Cultural Objects Name Authority (CONA)
  - Monu Lisa or La Gioconda? CONA compiles titles, attributions, depicted subjects, and other metadata about works of art, architecture, and other cultural heritage.
  - It is linked to the AAT, TGN, ULAN, and IA.

- The Union List of Artist Names (ULAN)
  - Thesaurus or Dictionary? ULAN is a structured vocabulary, including names, biographies, related people, and other metadata about artists, architects, firms, studios, museums, patrons, sitters, and other people and groups involved in the creation and study of art and architecture.
7.

Getting Started with Photography
Photography

- WE SPENT AROUND $300...
  - $50 for an External HD
  - $40 on backdrop paper
  - $30 on white boards
  - $150 on a Neewer Photo Studio
PHOTOGRAPHY

● ...FOR GREAT RESULTS!

● WHAT TO CONSIDER
  ○ Volunteer photographers want an excuse to use their toys
  ○ Change to LED bulbs and paper backdrops
  ○ Dedicate a space (if possible)
  ○ Share your photos!
8. Inventory Process
Inventory Process

01
Inventory
Choose a clearly delineated group to be inventoried based on physical location or object type

02
Photograph
Keep a dated list of objects as you photograph them to facilitate renaming image files

03
Catalog
Upload image files and ensure that metadata is consistent
9. Managing Volunteers
What Works

- CONSIDERING THEM DONORS
  - Be grateful
  - Be financially accurate

- INVOLVING THEM
  - Give them a sense of ownership and pride

- HAVING FUN WITH THEM!
  - Appreciation Days
  - Make sure you’re having fun!
10. Digital Asset Management
$70,360,735,744$ (bytes)
THANKS!

ingat@asimn.org
heather.hoagland@hennepinhistory.org