

What is this? Solving Problems Found in Collection

October 17, 2017

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Resources

I could not have presented this webinar without guidance from the following resources:

Melinda Simms, Master's Thesis *Found in Collections: A Reference Guide for Reconciling Undocumented Objects in Historical Museums* <http://www.foundincollections.com/>

Buck, edited by Rebecca A.; Gilmore, Jean Allman (2010). **MRM5: Museum registration methods** (5th ed.). Washington, DC: AAM Press, American Association of Museums. (aka The Registrar's Bible)

<https://vimeo.com/139636936> A very short and entertaining PSA-style video, pleading for help with Found in Collections from the Florida History Museum

Found in collection (Includes links to individual American states unclaimed property laws.)

Products

Label Holders <http://www.gaylord.com/Preservation/Conservation-Supplies/Labeling-%26-Marking/Polypropylene-Label-Holders-%2812-Pack%29/p/61-388>

Poly Vista-Pockets™ Clear Book Pockets <http://www.thelibrarystore.com/product/ad41-0802/s>

Large Object Tags <http://www.gaylord.com/Preservation/Conservation-Supplies/Labeling-%26-Marking/Gaylord-Archival%26%23174%3B-10-pt-Folder-Stock-Artifact-Tags-%28100-Pack%29/p/HYB01357>



Little tags <http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord-Archival%26%23174%3B-10-pt-Folder-Stock-Prestrung-Artifact-Tags-with-Rounded-Corners-%28100-Pack%29/p/HYB02620>

Tyvek® tags <http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord-Archival%26%23174%3B-Tyvek%26%23174%3B-Prestrung-Artifact-Tags-%28100-Pack%29/p/HYB01359>

Related C2C Care Webinars

The Deaccessioning Dilemma: Laws, Ethics, and Actions (2015)

Management 101: Getting a Grip on Collections Management (four webinars) (2016)

Introduction to Legal Issues in Collections Management (2017)

Ethical Issues in Collections Management (2017)

Why do we need this? Insights and Hindsight from Deaccessioning (2017)



Forms

Found In Collection Documentation Form

Date:

Object Name:

Object Description:

When was the object discovered?

Where was the object discovered?

Who discovered the object?

What steps have been taken to identify the object?

_____ Checked object for accession number

_____ Checked area for loose tags

_____ Checked database -- (List which searches completed: location, object name, keywords)

_____ Checked loan records

_____ Asked key staff (include names)

What are your initial thoughts on what the object might be?

Temporary ID:

Temporary ID assigned:

Date object brought before collections committee

Committee Decisions:

New Accession Number: _____ Date Assigned: _____

Reconciled Accession Number: _____

Date Reconciled: _____



Paging Slips Template

Play with your paging slip size so that you can fit four to a page and when they are trimmed down, fit neatly into book pockets. Adhere book pockets to the outside of document boxes or recycled pieces of mat board to create a pocket board to fit into your book shelf.

Call Number:	Volume/Part:
	Date:
Author/Artist:	Permanent Location:
Title:	Publication Location:
Purpose: Reader Program Exhibition (Circle one) Loan Meeting Conservation	
Reader/Borrower:	Program Name:
Institution:	
Program Dates:	Temporary Location:
Removed by:	Removed Date:
Reshelfed by:	Reshelfed Date:



“Separation Anxiety” Sheet Template

Note: I usually create this sheet in column format so that two fit on one page. I repeat the accession number at the top and the bottom to increase visual accessibility -- it is especially helpful when the separation sheet is tucked into a document box.

SEPARATION SHEET	SEPARATION SHEET
Accession Number	Accession Number
Object Name	Object Name
Home Location	Home Location
Reason for Move	Reason for Move
Temporary Location	Temporary Location
Date Moved	Date Moved
Initials	Initials
Accession Number	Accession Number



Witness of Artifact Disposal Form

Date:
Accession/Loan Number:
Donor/Lender Name:
Description:
Reason for Disposal:
This action was conducted by:

(name)

(title)
This action was witnessed by:

(name)

(title)

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